

Princeton High School

Live to Learn and Learn to Live



Student Handbook

2026-2027

Welcome to Princeton High School!

PRINCETON PUBLIC SCHOOLS

PPS Central Office

Superintendent of Schools

Dr. Michael LaSusa

Assistant Superintendents

Dr. Angela Siso-Stenz - HR

Dr. Kim Tew - Curriculum

Business Administrator

Andrew Harris

Chief Technology Officer

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Princeton High School Administrators

Principal

Cecilia X. Birge

Lauren Freedman (students A-E)

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Jacqueline Katz

Supervisor of Science

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Supervisor of Math/Business/Technology

Brian Dzbenski

Athletic Director/Supervisor

of Health & Physical Education

Patrick Lenihan

Supervisor of Visual & Performing Arts

John McMichael

Supervisor of School Counseling

Priscilla Russel

Supervisor of World Languages/ESL

Keisha Smith-Carrington

Supervisor of Humanities (6-12)

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GENERAL INFORMATION

Important Dates

- Back to School Night: 7pm, 9/24/2026
- Homecoming: 4pm, 9/26/2026
- End of Marking Period 1: 11/9/2026
- End of Marking Period 2: 1/25/2027
- End of Marking Period 3: 4/12/2027
- End of School Year/Graduation: 6/16/2026

EMERGENCY CONTACT SYSTEM

It is important that every family keeps their contact information up to date with the school. Having current phone numbers and email addresses allows us to quickly notify you of emergencies and other important school information.

The district will also use our notification system to share school closings, delayed openings, early dismissals, and other urgent announcements. Emergency updates will be available on the Princeton Public Schools website at www.princetonk12.org and through the district's alert system (email, text messages, and automated phone calls).

During an emergency, please do not call the school. Keeping phone lines open allows us to communicate with emergency responders and other essential personnel.

Please Note: If schools are closed due to an emergency, all school activities, including athletics and extracurricular events, will also be canceled.

Important Security/Safety Protocols

- If you see or hear something that concerns you, report it to a teacher, counselor, administrator, or other trusted adult immediately. Your report helps keep our school safe, and we will respect your confidentiality whenever possible.
- All students, staff, substitutes, and visitors must wear their school-issued ID at all times.
- Students are not permitted in unsupervised areas of the building before or after school.
- Student cell phone use is prohibited during the school day unless permission has been granted by a staff member, in accordance with Board Policies #2363 and #4324.
- Students must use their assigned lockers to store backpacks, books, athletic/HPE gear, outerwear, and other personal belongings. These items should be placed in lockers as soon as students enter the building.
- Parents should limit drop-offs at the Main Office to essential items only.

Student Drop-Off and Pick-Up

To help keep everyone safe and reduce traffic congestion, please follow these guidelines:

- Drive carefully, especially near the Front Circle, where there is heavy pedestrian traffic during arrival and dismissal.
- Please be patient and respectful of staff members who are directing traffic.
- Do not drop off or pick up students in the Faculty Parking Lot on Houghton.
- No left turns are permitted at the Front Circle between **8:00–10:00 a.m.** and **2:00–4:00 p.m.**

Bus Conduct

School transportation is a privilege that comes with responsibility. Parents are responsible for ensuring their child uses transportation safely, and students are expected to follow the school's Code of Conduct at all times while riding the bus. To help keep everyone safe, students must behave appropriately, follow the driver's directions, and comply with all school district transportation rules. Working together helps provide a safe and efficient ride for all students.

Bicycles

Students who ride bicycles to school must park them in the designated bike racks and secure them with a strong lock. The school is not responsible for bicycles that are lost, stolen, or damaged. All students are required to wear a helmet when riding a bicycle to and from school. For safety reasons, skateboards and rollerblades are not permitted on school property and should not be brought to school.

I.D. Cards

Students must carry and wear their school-issued ID card at all times while in the building, on school property, and at school-sponsored events. Please keep your ID card in good condition. If your ID card is lost or damaged, see Mrs. Lygas to request a replacement. The replacement fee is **\$10**, and processing may take several days. Replacement lanyards are also available in the Main Office for **\$5** each. Payments can be made online at princetontigers.ludus.com.

Food Delivery

To maintain a safe, secure, and orderly school environment, Princeton High School does not permit students to order food from outside delivery services during the school day. This includes services such as DoorDash, Uber Eats, Grubhub, Instacart, and deliveries from local restaurants.

SCHOOL COUNSELING SERVICES

Each student is assigned a school counselor to support them throughout their high school years. If you have questions or need assistance, contact the Counseling Department at **(609) 806-4282**.

Supervisor of School Counseling: John McMichael

School Counselors:

<u>Counselor</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
Tom Filippone	A - Col	A - Chen	A - Che	A - Cam
Daniel DeStefano	Cop - Gel	Cheo - Gia	Chi - G	Cap - D
Paul Song	Gen - Kh	Gib - Kim	H - Kh	E - H
Rebecca McEvoy	Ki - May	Kn - Mha	Ki - Ma	I - L
Adam Rothschild	Maz - Oa	Mi - Sal	Mc - Q	M - Ro
Reyhan Garcia	Oc - Suh	Sam - Tho	R - T	Ru - S
Meghan Brennan	Sun - Z	Thy - Z	U - Z	T - Z

College & Career Counselor:

Nipurna Shah

Mental Health Counselor:

Bethzayda Matos

Mental Health Counselor:

Ryan Stingel

Student Assistance Counselor (SAC): Michelle Simborski

Child Study Team Members:

Karen Albano

Samantha Defilippo

Michelle Kotch

Diana Burdge

Ashleigh Young

Service-Learning & Experiential Programs: Andrea Dinan

Community Liaison: Trinidad Rodriguez

Graduation Requirements

To earn a diploma from Princeton High School, students must successfully complete **120 credits** between grades **9–12**. Graduation requirements include the successful completion of the following required courses:

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 (5 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 the New Jersey Graduation Proficiency Assessment (NJGPA) or alternative testing pathways.
13. Participation in the New Jersey Student Learning Assessment (NJSLA).
14. Racial Literacy/PIRL (Princeton Introduction to Racial Literacy).

Minimum graduation requirements should not be confused with college/university admission requirements. Most four-year colleges and universities expect students to complete **16–18 academic units** in college-preparatory courses. These typically include **English, mathematics, science, social studies, and world languages**. Students should work closely with their school counselor to select courses that meet both high school graduation and college admission requirements.

Minimum Scheduling Requirement

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

Course Levels

Princeton High School uses two types of courses when calculating a student's weighted GPA:

- Unweighted Courses: All courses that are not designated as AP (Advanced Placement), ACC (Accelerated), ADV (Advanced World Language), or Princeton University (PU) courses.
- Weighted Courses: Courses designated as AP, ACC, ADV (World Languages only), or PU receive additional GPA weight.

Because weighted courses are more rigorous, higher grade point values are awarded for the same letter grade. For example:

- Standard Course: B+ = 3.3 GPA
- Weighted Course: B+ = 4.3 GPA

Schedule Changes

Upon the commencement of the 2025-2026 academic year, all schedule changes must adhere to the following:

<u>Terms*</u>	<u>Definition</u>	<u>Withdrawal ("W") on Record?</u>
Level Change	Moving from a higher level of a course to a lower-level course (for example from AP English Language & Composition to English)	No – prior to the end of Q1.

	III). For a complete list of leveled courses, please refer to the Leveled Courses at PHS .	Yes – after Q1.
Drop/Add	Changing from one course to another or from a course to a free period within the first nine school days for a semester course and/or the first 15 school days for a full-year course.	No
Withdrawal	Disenroll from a course in order to have a free period beyond the first nine school days for a semester course and/or within eighteen school days for a full-year course.	Yes

**These terms are not interchangeable.*

1. Required Signatures:
 - a. **Drop/Add:** student, parent/guardian, and teachers.
 - b. **Withdrawal:** student, parent/guardian, teachers, department supervisor, supervisor of counseling, and the principal, or his/her designee.
2. Students who enroll in a course after it has begun are responsible for making up all missed assignments.
3. If a student changes course levels **before the end of the first marking period**, the grade from the original course will **not** transfer to the new course. If the level change occurs **after the first marking period**, the student's grade from a weighted AP or Accelerated course will transfer to the corresponding unweighted course with a **10-point adjustment**. For example, an **83%** in an Accelerated course would become a **93%** in the corresponding standard-level course.
4. Students may not skip required prerequisite courses. For example, students must successfully complete **Algebra I, Geometry, and Algebra II** before enrolling in **Pre-Calculus**, unless they have earned equivalent credit through a Princeton High School-approved program.

Important Dates Regarding Course/Schedule Change

Deadline	Schedule Change Desired/Grade Transfer
September 26, 2025	Drop/Add Without Penalty <i>(Note: Dropped classes will not appear on the transcript.)</i>
End of Q1	Grades Will Be Dropped for Level Changes
First day of Q2 through the last school day before Winter Break	Grade in New Course = Grade in Previous Accelerated Course + 10 points
Last Day Before Winter Break <i>December 23, 2025</i>	No More Schedule/Class Changes

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 grade student with a free period will be assigned to a Learning Lab as well as 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 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.
2. Doctor visits will only be considered excused absences upon receipt of medical documentation.
3. Eighteen-year-old students who sign themselves out may not return to school without a written note from a parent submitted that morning.
4. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
5. Eighteen-year-old students are subject to all other regulations according to school policy.

Communication of Student Progress

At the beginning of each course, teachers will provide students with their grading policy and course expectations. Progress reports and report cards reflect each student's academic performance throughout the school year. Students and parents/guardians are encouraged to review them regularly.

If you have questions about a student's academic progress or overall school performance, please contact the student's counselor and they can arrange communication with the classroom teacher as appropriate to include a phone call or parent/counselor/teacher conference.

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 has 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:

	Weighted	Unweighted
Grade	(AP/ACC/PU)	(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 course a student completes (excluding pass/fail courses, Health, and Physical Education), the numeric value of the final letter grade is multiplied by the number of credits earned. This determines the **quality points** awarded for that course.

Calculating the Annual GPA

1. Calculate the quality points earned for each course.
2. Add together the quality points for all eligible courses completed during the school year.
3. Divide the total quality points by the total number of credits attempted that year.

The result is the student's **annual Grade Point Average (GPA)**.

Weighted Grade Point Average (WGPA)

The same calculation is used to determine the **Weighted Grade Point Average (WGPA)**. However, students receive additional weight for eligible advanced courses.

The following courses are weighted:

- Advanced Placement (AP)
- Accelerated (ACC)
- Princeton University courses

For weighted courses, **one additional grade point** is added to the numeric value of the final grade.

Example:

- **B+ in a Standard course = 3.3**
- **B+ in an Accelerated (weighted) course = 4.3**

Calculating the Overall GPA

The overall GPA is determined by adding all weighted quality points earned throughout high school and dividing that total by the total number of credits attempted during all four years.

Overall GPA Formula:

Total Weighted Quality Points ÷ Total Credits Attempted = Overall GPA

Marking Period/Exam Weight/Calculation of Final Grades

For **full-year courses**, each quarter grade counts as **25%** of the final course grade.

For **semester courses**, each quarter grade counts as **50%** of the final course grade.

To calculate the final grade:

1. Add the quarter percentage grades together.
2. Divide the total by the number of grading periods (see examples below).
3. The resulting percentage is the student's final course grade.

4. The final percentage is then converted to a letter grade using the **Princeton High School Grading Scale** (see page 41).

A **minimum final grade of 60% (D-)** is required to earn course credit.

Full Year 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-

Semester example:

1st quarter =	93%	A
2nd quarter =	89%	B+
Final grade = (182 divided by 2)	91%	A-

Process for Resolving Incomplete Grades

1. An **Incomplete (I)** grade is assigned only when there is a valid reason, such as an absence or illness, that prevents a student from completing required coursework. Students are expected to submit all assignments on time. While teachers may choose to accept late work, all missing assignments should be completed before the end of the marking period whenever possible.
2. Unless there are extenuating circumstances, **students are expected to resolve incomplete grades no later than ten (10) school days after the close of the marking period.** If an extension is sought, a written request must go through the subject supervisor.
3. By the end of the marking period, students will be notified if they are receiving an incomplete grade. They will also be informed about the ten-day deadline. **After the 10-day extension, students' grades will revert to their original letter grades until the teacher submits a Grade Change Form after receiving completed assignments from the students.**
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

Students who earn a final grade of **F** in a Princeton High School course during the regular school year do **not** receive credit toward graduation for that course. Students who need to recover the lost credit or complete a required course may choose one of the following credit recovery options:

- 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 is available to students who have failed a course or received a **Loss of Credit (LOC)** due to attendance. Students may earn up to **10 credits** during Summer School (based on **60 hours of instruction per course**). Enrollment requires approval from the **Supervisor of Counseling** and the **Principal or Assistant Principal**. Students and parents/guardians are responsible for all Summer School tuition and fees.

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

Princeton High School recognizes that student achievement is shaped by many factors and is unique to each individual. Because a single comparative measure does not fully reflect a student's accomplishments, Princeton High School does **not** calculate or report class rank.

School Records

Parents are entitled to inspect official or permanent school records (prior to and after graduation), relating to students, with a scheduled appointment, in the presence of a school official. This means parents have a right to inspect the actual record.

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

Regular attendance is essential to student success. Daily classroom instruction, participation, and interaction with teachers and classmates are important parts of the learning process. Students are expected to attend every class, every day that school is in session. Under N.J.S.A. 18A:38-25.1, students who miss more than 10% of the school year are considered chronically absent. New Jersey requires students to attend school for 180 days each year. At Princeton High School, students who exceed 18 absences in a full-year course or 9 absences in a semester (half-year) course may be denied course credit unless the absences are resolved through the school's attendance intervention and/or appeal process. Students may lose course credit due to excessive absences even if they earn a passing grade in the 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, **two (2)** points are assigned for each MPI (Missing Partial Instruction), and four (4) points are assigned for MPI PLUS. MPI PLUS only applies to 90-minute Block Days (B2 and B3 Days).

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. 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.

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

At the determination of their Assistant Principals, students with a record of frequent absences must submit their cell phones to the Main Office upon arrival each day.

It is important to note that if there is an error in a student's attendance data, the responsibility lies with the students to rectify such errors within 48 hours after the attendance has been recorded.

Attendance and After School Participation

Any student who is absent from school may not participate in any school related activity during the day(s) of absence, unless prior permission has been granted by the appropriate administrator.

Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities. Students who lose credit under the attendance policy guidelines shall not be permitted to participate in co-curricular activities for the remainder of the school year.

Parent Pick Up

Parent pick-up is not permitted during the final 45 minutes of the last instructional period each day. Exceptions may be granted with prior notice and approval from an Assistant Principal. Therefore, if early pick-up is necessary (e.g. for medical appointments). Students may be released after the following times each day:

Monday (A1)/Friday (A4): 2.30pm

Tuesday/Wednesday (B2/B3): 2.30pm

Thursday (Tiger Day): 2.30pm

Attendance: Definition

Verified Absences

An absence due to illness, minor injury, a family emergency, a school activity approved by the Principal or the Principal's designee, a driver's test, or a medical or dental appointment that cannot be scheduled outside of the school day may be considered a **verified absence**. To have an absence verified, a signed note from a parent/guardian or healthcare provider must be submitted to the attendance office within **five (5) school days** of the student's return to school.

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

Unverified Absences

Unverified absences disrupt learning and may place a student's academic progress and graduation status at risk. Students must provide written verification from a parent/guardian for every absence. Repeated unverified absences may result in school interventions, including parent/guardian contact, meetings with the school counselor or Assistant Principal, detention, and possible loss of course credit.

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

Please note the following:

- 1 absence in a 44-min period = 3 points
- 1 absences in a 90-min period = 6 points

Tardy/Early Dismissal/MPI/MPI+

Any student arriving after the official start of the school day must sign in at the Main Office.

- Tardy is considered an unexcused absence for a duration of up to ten minutes (10). Tardy accounts for one (1) point.
- Early dismissal (ED) is considered an unexcused absence for a duration of up to ten minutes (10). Early dismissal accounts for one (1) point.
- MPI (Missing Partial Instruction) is defined as any absence exceeding ten minutes (10) but is less than 20 minutes (20) in a class period. MPI accounts for two (2) points.
- MPI Plus (MPI+) refers to absences of greater than twenty (20) minutes but less than forty (40) minutes during any class within a 82-minute Block period (B2 and B3 Days).
- **If a student misses more than 20 minutes in a 44-minute period or 40 minutes in a 82 minute period, teachers may mark the student as MPI or Absent.**

Absences for students will be computed in the following manner:

- 1 Tardy = 1 attendance point.

- 1 ED (Early Dismissal) = 1 attendance point
- 3 Early Dismissals = 1 absence
- 3 Tardies = 1 absence

- 1 MPI = 2 attendance points
- 3 MPI = 2 absences

- 1 MPI PLUS = 4 attendance points
- 3 MPI PLUS = 4 absences

Truancy

New Jersey law (**N.J.S.A. 18A:38-28 through 31**) requires all children between the ages of **6 and 16** to attend school. State attendance regulations (**N.J.A.C. 6A:16-7.6**) also require each school district to establish policies defining **unexcused absences** and the procedures used to address truancy.

A student who accumulates **10 or more unexcused absences** during a school year may be considered truant. Once a student reaches this threshold, the school district must review the student's attendance record and determine whether a truancy referral is appropriate. Each case is reviewed individually, taking into account the reasons for the absences.

Parents or guardians of truant students may be subject to legal penalties under New Jersey law, including:

- **First offense:** Fine of up to **\$25**
- **Subsequent offenses:** Fine of up to **\$100**

Each unexcused absence may be considered a separate offense. When appropriate, students may be referred to the **Family Part of the Superior Court**. If a parent or guardian is unable to ensure that a student attends school as required by law, the student may also be referred through the juvenile justice process as provided by state law.

Calls and Notes

Parents/guardians should report a student's absence by calling the **Attendance Office** at **609-806-4280, ext. 3806** or by emailing **PHSAttendance@princetonk12.org** between **7:00 a.m. and 8:30 a.m.**, preferably before the start of the school day. When the student returns to school, a written note must be submitted through the **PHS Attendance Portal** or emailed to the **PHS Attendance Office**.

An absence will be marked **Absence Verified (AV)** in PowerSchool only if:

- A parent/guardian reports the absence by phone or email on or before the day of the absence, **or**
- A written note from the parent/guardian is submitted through the Attendance Portal or Attendance Office.

Late/Tardy to School

When a student arrives after the first bell at 8:20am, they are late/tardy. Students **must** sign in at the front desk 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.

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

Leaving School Early

If a student needs to leave school early, a parent/guardian must provide a written note requesting the dismissal. The note should include:

- The reason for the early dismissal
- The time the student will be leaving
- The parent/guardian's name and contact phone number

The student must bring the note to the **Attendance Office before the start of the school day**. The Attendance Office will issue an early dismissal pass, which serves as the student's permission to leave class at the designated time. Students will **not** be called out of class for early dismissal. If a note is not submitted before school, a parent/guardian must come to the **Main Office** and sign the student out.

An **Absence Verified (AV)** designation is recorded only when a student is absent for the entire school day. If a student misses only part of the day, the missed class periods will be recorded in PowerSchool, and the student's early dismissal will be documented by school administration.

Documentation for driver's tests, college visits, or medical appointments must be submitted within **three (3) school days** of the absence.

Students are considered **present for the day** and receive full daily attendance credit if they attend **at least four (4) hours** of instruction.

Senior Privilege

Seniors who have earned 90 or more credits and are in good standing may be eligible to leave campus during unscheduled periods when they do not have a class or other school activity. To participate, a parent/guardian must complete and submit the Senior Sign-Out Consent, Waiver, and Indemnification Form approved by the Board of Education.

Students approved for senior sign-out must:

- Sign out in the Main Office before leaving campus.
- Sign back in upon returning to school.
- Carry themselves responsibly and follow all school rules while off campus.

The Principal may deny, suspend, or revoke this privilege at any time if a student fails to meet school expectations or engages in inappropriate behavior on or off campus. Senior sign-out is a privilege, not a right, and may be withdrawn at the school's discretion.

Right of Appeal

Students who receive notice that excessive absences may affect their course credit have the right to appeal if there are extenuating circumstances. Appeals must be submitted in writing to the Assistant Principal within five (5) school days of receiving the notification. The Attendance Review Committee will review the appeal and may recommend a change to the student's credit status if the circumstances justify an exception. The Principal will make the final decision on all attendance appeals.

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.**

CODE OF CONDUCT AND RESTORATIVE PRACTICES

At Princeton High School, we believe that discipline should promote learning, personal growth, and accountability. We use **restorative practices** to help students reflect on their actions, repair harm, strengthen relationships, and make positive choices.

Our restorative approach is built on the values of **empathy, respect, honesty, acceptance, responsibility, and accountability**. Students are encouraged to understand how their actions affect others, resolve conflicts in positive ways, and contribute to a safe and supportive school community.

When appropriate, disciplinary consequences include educational and restorative interventions designed to help students build decision-making skills and develop empathy. These interventions may include:

- Parent/guardian conferences
- Student counseling
- Peer support groups
- Conflict mediation
- Restorative circles
- Supportive interventions (such as temporary cell phone removal)
- Behavior support plans
- Alternative educational placements

The chart that follows outlines common student behaviors and the typical disciplinary responses used by the school. Administrators may adjust consequences based on the circumstances of each incident and the student's disciplinary history.

Disciplinary Terms

TD – Teacher Detention

Assigned and supervised by the classroom teacher.

AD – Administrative Detention

Served after school under the supervision of a certified staff member.

ISS – In-School Support Program

Served during the school day in **Room 150** under the supervision of Princeton High School staff. Students attend the program instead of their regular classes and do not participate in class or scheduled breaks while assigned to ISS. Students may continue to participate in extracurricular and co-curricular activities unless otherwise directed.

OSS – Out-of-School Suspension

Served off campus under the supervision of a parent/guardian. During an OSS, students may not be on school property or participate in extracurricular or co-curricular activities. Unauthorized presence on school property during a suspension may result in a charge of trespassing.

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

General Infractions

	1st	2nd	3rd
Failure to follow school rules/misconduct	2 AD	1-3 ISS	3-5 OSS
Violation of No-Recording School Policy	1-2 AD	1-2 ISS	1-3 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
Derogatory/Degrading/Dehumanizing	1-2 AD. 1ISS	1-2 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. 1ISS	1-2 ISS	1-3OSS
Parking violations	1-2 AD	1-2 ISS	1-3OSS

	1st	2nd	3rd
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, 1ISS	1-2 ISS	1-3 OSS
Cheating/Plagiarism/Academic Dishonesty*/Conspiracy to cheat*	1-2 ISS/OSS	3-5 OSS	5-10 OSS
Tardiness to class	1-2 AD	1-2 AD	1-2 AD
Internet/Intranet Violation	1-2 AD	1-2 ISS	1-3OSS
Electronic Aggression/Cyber Bullying	2-3 AD	1-2 ISS	2-3 ISS
Cutting Detention	1-2 AD	1-2 ISS	1-3 OSS
Sending Explicit Images	1-2 ISS	1-2 ISS	1-3 OSS
Loitering	1-2 ISS	1-2 ISS	1-3OSS
Classroom disruption	1-2 AD	1-2 ISS	1-3OSS

	1 st	2 nd	3 rd
Failure to Wear ID	1-2 AD	1-2 AD	1-2 ISS

+Possible referral to Health Department * May result in an “0” 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

	1 st	2 nd	3 rd
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
Failure to Follow Safety/Security Protocol*	5 OSS	5-10 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 OSS

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
Impersonating School Personnel	1-3 OSS	3-5 OSS	5-10 OSS
Robbery/Extortion	1-3 OSS	3-5 OSS	5-10 OSS
Sexual Assault	3-5 OSS	5-10 OSS	5-10 OSS
Substance Confirmed/Refused Exam +	3-5 OSS	5-10 OSS	5-10 OSS
Substance Possession +	2-5 OSS	5-10 OSS	5-10 OSS
Substance Sale/Distribution +	3-5 OSS	5-10 OSS	5-10 OSS
Tobacco/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
Aggression toward Student/Staff	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 the Police and 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.

Detentions

- Detentions are assigned for unverified meeting absences.
- Detentions take place on **Monday, Tuesday, and Thursday from 3:30–4:30 pm in Room 152.**
- If a student does not attend detention, additional consequences may be assigned.
- A second skipped detention can result in **In-School Suspension (ISS).**

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

Princeton High School encourages all students to resolve conflicts through respectful communication and peaceful problem-solving. Fighting is prohibited. A **fight** occurs when two or more individuals willingly engage in physical aggression. An **assault** occurs when one or more individuals intentionally attempt to harm or physically attack another person who is not willingly participating in the incident.

The school will investigate each incident and determine appropriate disciplinary action based on the facts and circumstances.

Lockers/Search and Seizure

Each student is assigned a locker and is responsible for its care and use. Students may use only the locker assigned to them and are expected to keep it clean, organized, and free of graffiti. Lockers should remain closed and locked whenever they are not in use. The school district is not responsible for lost, stolen, or damaged personal property. Students are encouraged not to store valuables in their lockers. Students who misuse or damage lockers may be subject to disciplinary action and may be responsible for the cost of cleaning or repairs.

Locker Searches

Student lockers remain the property of Princeton Public Schools. Although students have privacy rights, lockers may be searched by school administrators when there is reasonable suspicion that a search is necessary to protect school safety, maintain order, or enforce school rules. Lockers may also be searched by law enforcement when authorized by law. Lockers may be inspected periodically throughout the school year.

Searches of Students and Personal Property

In accordance with PPS Board Policy 5770, a school official may search a student's person, belongings, or locker when there are reasonable grounds to believe the search will uncover evidence of a violation of the law or school rules. Whenever possible, two staff members will be present during the search.

All searches will be limited to what is reasonably necessary and conducted in a manner that respects the student's age, gender, and privacy.

Electronic Devices

School-issued electronic devices may be inspected at any time. Personal electronic devices may be searched only when there is reasonable suspicion that the device contains evidence of a violation of school rules or district policy, as permitted under PPS Board Policy 5770.

End-of-Year Locker Cleanout

Students must empty their lockers before the end of the school year. Any textbooks found in lockers will be returned to the appropriate department. Clothing and other personal items left behind after the designated cleanout date may be donated to a charitable organization.

False Public Alarm and Terroristic Threats

Making a false alarm or threatening violence is a serious violation of the Princeton High School Code of Conduct.

Examples include:

- Pulling a false fire alarm.
- Making verbal, written, or electronic threats involving fire, explosives, weapons, or violence.
- Threatening to harm students, staff, or school property.

Any threat or false alarm will be taken seriously. The school will immediately notify law enforcement, and students may face criminal charges in addition to school disciplinary action.

The school's administrative team and **Threat Assessment Team** will investigate each incident to determine the level of risk and the appropriate response. Consequences may include suspension, placement in an alternative educational setting, or an out-of-district placement, depending on the severity of the incident and applicable New Jersey law.

New Jersey has strict laws regarding false public alarms and terroristic threats. Students who make threats or create false alarms may be subject to significant school and legal consequences, including removal from their current school placement.

Explicit Images

The creation, sending, receiving, or sharing of **sexually explicit images** is a serious violation of the Princeton High School Code of Conduct and may require a referral to law enforcement. Students are expected to use social media, text messaging, and all digital platforms responsibly, respectfully, and in accordance with school policies and the law.

Cellphone Policy Violations

In accordance with the new phone ban legislation, the PPS Board of Education has adopted a policy prohibiting student cell phone use during the school day, from 8:20 a.m. to 3:21 p.m., with particular emphasis on restricting access to social media. During this time, cell phones must remain out of sight and stored away. If a parent or guardian needs to contact the student during the school day, they should do so through the school's Main Office at 609.806.4280, ext. 3515.

Students who violate the cell phone policy will receive a warning from their teacher or Assistant Principal. Additional consequences will be assigned in accordance with the BOE policy and PHS Student Handbook.

1st Offense	● Parent will be notified. Phones will be stored in the main office, and 1 -3 days of detention. ● Failure to attend detention may result in ISS. ● Students can retrieve their phones at the end of the day.
2nd Offense	● Parent will be notified. Phones will be stored in the Main Office, and 1 - 2 days of In-School Suspension (ISS). ● Parent/Guardian must retrieve the phone. ● Students may choose to participate in and agree to the use of a school-approved program or interventions designed to restrict cellphone use during school hours.
3rd or more Offense	● Parent will be notified and must attend a reentry meeting. Phone will be stored in the main office, and 1 - 3 days of Out-of-School Suspension (OSS). ● Parent/Guardian must retrieve the phone. ● As part of the reentry process, the student will be required to participate in a school-approved program or intervention designed to restrict cellphone use during school hours and support compliance with the district's cellphone policy.
Multiple Phones	If a student attempts to circumnavigate the phone use policy by bringing additional phones to school, the infraction will be considered a third offense.

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.

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.

- E. 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.
- F. 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 school staff member who believes a student may be under the influence of alcohol or other drugs while on school property, on a school bus, or at a school-sponsored event must report the concern immediately to the principal (or designee) and the certified or non-certified school nurse or school physician, as required by New Jersey law (N.J.S.A. 18A:40A-12). If the principal, school nurse, or school physician is not available, the staff member in charge of the activity or event must be notified immediately so that appropriate action can be taken.

- 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).

A. Failure to Cooperate

If a student or their parent/guardian does not cooperate with the Reentry Agreement,

recommendations from a community agency, or these procedures, the district administration and the Board of Education may take appropriate disciplinary action as outlined in Section VII: Sanctions.

Disciplinary decisions will be based on the facts of the case, applicable legal and, when appropriate, medical guidance, and the district's Code of Conduct. Consequences may include suspension or expulsion.

B. Identification and Remediation of Students Involved with Substances.

All teaching staff are expected to recognize the warning signs of possible substance use, consistent with district training.

If a staff member observes **two or more indicators** that lead them to suspect a student may be under the influence of alcohol or other drugs, the student should be referred promptly to the School Nurse, Student Assistance Coordinator (SAC), School Counselor, Child Study Team, or another qualified staff member, as appropriate. The staff member must notify the Principal of the referral. When appropriate, the Principal will notify the student's parent/guardian and discuss available medical, counseling, or therapeutic support services.

VIII. Amnesty

- A. Students who voluntarily disclose an alcohol or drug problem to a staff member or administrator and willingly participate in a school-based or approved community substance use treatment program may be eligible for amnesty for a **first-time offense**.
- B. To remain eligible for amnesty, students must comply with the treatment or support plan, demonstrate appropriate behavior, and refrain from any future possession or use of alcohol or other controlled dangerous substances.
- C. **Amnesty does not apply to students who distribute or sell drugs.**
- D. Students who seek help for a substance use concern **before** a policy violation or disciplinary incident occurs will not be considered in violation of Board policy. Instead, they will be referred to the school's Student Assistance Program for assessment and support.

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, determine 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 Princeton Board of Education is committed to providing a healthy, safe, and tobacco-free learning environment. Because the use of tobacco, nicotine, and vaping products poses serious health risks to both users and those exposed to secondhand smoke or aerosol, their use is prohibited on school property.

The use of **all tobacco products, e-cigarettes, vapes, and other nicotine delivery devices** is prohibited by any person in:

- All school buildings
- School grounds and district property
- School-sponsored activities and athletic events
- Graduation ceremonies
- School-owned or district-operated vehicles

The only exception is for approved classroom instruction or theatrical performances authorized by the Principal.

Health education and school programs will reinforce the dangers of tobacco, nicotine, and vaping to support healthy choices for all students.

Students who violate **Princeton Board of Education Policy 5533** or **Princeton Ordinance 2011-01** will be subject to appropriate disciplinary and/or restorative interventions in accordance with district policy.

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.

POLICE IN SCHOOL

Law enforcement officers may enter a school to investigate a suspected crime or to serve a search or arrest warrant.

If police need to question a student at school, the interview will take place privately and, whenever possible, in the presence of the Principal or the Principal's designee. School officials will

follow all applicable laws regarding student interviews and will not participate in or assist with questioning that law enforcement could not legally conduct on its own.

School employees who become aware of possible criminal activity may report that information to the appropriate law enforcement agency, as required by law. However, confidential information protected by federal or state law will not be disclosed unless permitted or required by law.

Whenever possible, a parent or guardian should be present during a police interview. Students have the right to remain silent and are not required to answer questions beyond providing basic identifying information (such as their name, age, address, or school) until a parent, guardian, or attorney is present. Students also have the right to be informed of their legal rights and to be treated respectfully throughout the process.

For additional information, see **"A Model for an Agreement Between Education and Law Enforcement Officials."**

Dangerous Conduct

The safety of all students and staff is a top priority. Any behavior that threatens the safety of others or disrupts the school environment is prohibited.

Examples of unsafe or dangerous behavior include, but are not limited to:

- Pushing, fighting, hitting, or assaulting another person
- Throwing snowballs, water balloons, or other objects that could cause injury
- Possessing or using weapons or weapon look-alikes, including firearms, knives, or other dangerous items
- Climbing on school buildings, roofs, or other restricted areas
- Engaging in any action that places others at risk of harm

Students who engage in dangerous or unsafe behavior are subject to disciplinary action, which may include suspension, expulsion, and/or referral to law enforcement, depending on the severity of the incident.

Possession, use, or detonation of firecrackers, fireworks, explosives, or other incendiary devices on school property or at any school-sponsored event is strictly prohibited. Students who violate this policy will be subject to disciplinary action, including suspension, and may be referred to law enforcement for prosecution as permitted by law.

Weapons and Dangerous Instruments

The safety of students and staff is a top priority. Any student who is found or suspected to be in possession of a weapon, dangerous object, or any item capable of causing serious bodily injury must be

reported to school administration immediately. This policy applies to possession on school property, on school buses, and at all school-sponsored activities.

Students should understand that everyday items may be considered weapons if they are used or intended to threaten, intimidate, or harm another person.

When appropriate, the Principal may notify law enforcement based on the nature of the item, the level of danger it presents, and whether it has a legitimate educational purpose. In accordance with New Jersey law (N.J.S.A. 2C:39-1(f)), law enforcement will be notified whenever a student uses or threatens to use a weapon. The item may be confiscated by school administration and/or turned over to law enforcement.

Items that are not typically considered weapons, such as multi-purpose tools or pocketknives, may also be confiscated. Disciplinary action will be determined based on the nature of the item, the circumstances of the incident, and whether there was a legitimate reason for bringing the item to school.

Students who violate the district's weapons policy are subject to disciplinary action, which may include suspension, expulsion, and referral to law enforcement. The Board of Education will consider the facts and circumstances of each case when determining appropriate consequences, and one or more disciplinary measures may be imposed.

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.

Vandalism

Students are expected to respect and care for all school property. Any student who intentionally damages, defaces, or vandalizes school property will be subject to disciplinary action and may be referred to law enforcement.

The Princeton Public School District may seek reimbursement from the student's parent or guardian for the cost of repairing or replacing damaged property, as permitted by **N.J.S.A. 18A:37-3**.

Under New Jersey law, the parent or guardian of a minor who damages public or private school property may be held financially responsible for the cost of the damage, in addition to any applicable legal costs.

Fighting

Fighting and all forms of physical or verbal assault are prohibited and will not be tolerated.

Students who engage in fighting or assault may receive a **minimum one-day suspension**, with additional consequences based on the district's Discipline Code and the severity of the incident. Parents or guardians will be notified promptly, and a re-entry conference may be required before the student returns to school.

Students whose actions disrupt the school environment or threaten the safety of others may also be referred to law enforcement. All students involved in a fight may receive disciplinary consequences. However, the consequences may vary based on each student's level of involvement, intent, and the severity of their actions, as determined by school administration.

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.

Students should take responsibility for securing their personal belongings while at school.

If a theft occurs, the student should report it to the Main Office as soon as possible and complete a **Theft/Loss Report**. Serious thefts may be reported to the Princeton Police Department for investigation.

The Princeton Public Schools are not responsible for lost, stolen, or damaged personal property and do not provide insurance coverage for student belongings.

Mandatory Reporting to Law Enforcement

Princeton High School and the Princeton Police Department work together under the **Memorandum of Agreement (MOA)** to help maintain a safe, secure, and supportive learning environment for all students and staff.

While Princeton High School is committed to providing a safe school environment, incidents that threaten the safety or well-being of the school community may occur. When appropriate, school officials and law enforcement will work together and share information, consistent with applicable laws, to respond to criminal activity and protect students and staff.

This partnership may include responding to incidents such as:

- Acts of violence

- Possession or use of alcohol or other controlled substances
- Possession or use of weapons
- Bias or hate-related incidents
- Criminal threats
- Potential acts of violence occurring on or off school property that may affect the school community

The shared goal of this partnership is to promote school safety, prevent violence, and support a positive educational environment.

TECHNOLOGY

Artificial Intelligence

The Princeton Public Schools Board of Education has adopted a policy governing the use of artificial intelligence (AI) in school.

Students are expected to use AI responsibly and only as permitted by their teacher. A student may be subject to disciplinary and academic consequences if they:

- Use AI to plagiarize or submit work that is not their own.
- Use AI on an assignment without the teacher's permission.
- Fail to follow the teacher's instructions or the district's guidelines for the appropriate use of AI.

Violations of the Board of Education's AI policy may result in consequences in accordance with the **Princeton Public Schools Code of Conduct** and applicable academic integrity policies.

Academic Integrity and Cheating

Cheating, including the unauthorized use of artificial intelligence (AI), is strictly prohibited. Academic dishonesty includes, but is not limited to:

- Using AI tools (watches, computers, Ipads, etc) or other unauthorized resources (cheatsheet, notes) without explicit permission from the teacher;
- Being absent for a test or assessment while attending other classes the same day;
- Asking classmates who have already completed a test or assessment about its content;
- Taking unauthorized bathroom breaks with a cell phone or other smart device during an assessment;
- Using Physical Education classes, field trips, visits to the Nurse's Office, or meetings with counselors as a means to avoid or delay a scheduled test or assessment;
- Engaging in any behavior intended to gain an unfair or unauthorized academic advantage.
- Discussing or comparing grades in a manner that compromises assessment integrity;

Such actions constitute academic dishonesty and may be treated as plagiarism when applicable. Violations will result in disciplinary action, which may include after-school detention, suspension, and notification of colleges or institutions to which the student is applying or enrolled.

Internet

The Internet is an important educational resource that supports learning, research, communication, and collaboration. Princeton Public Schools provides students with Internet access to enhance instruction, encourage responsible digital citizenship, and prepare students for success in a technology-driven world.

To help provide a safe online environment, the District uses Internet filtering systems as required by federal law. However, no filtering system is perfect, and students may still encounter content that is inaccurate, inappropriate, offensive, or otherwise unsuitable.

Students are expected to use school technology and Internet access responsibly and only for educational purposes. Unauthorized online purchases or activities that create financial obligations are prohibited and may become the responsibility of the student's parent or guardian.

While the District takes reasonable steps to monitor and protect student Internet use, it cannot guarantee that all inappropriate content or misuse will be prevented. Students are expected to follow the District's Acceptable Use Policy at all times, and parents and guardians are encouraged to discuss responsible technology use and online safety with their children.

The District believes the educational benefits of Internet access greatly outweigh the potential risks when technology is used responsibly and appropriately.

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)

To protect the privacy of students and staff, audio or video recording is not permitted without the appropriate consent. Students may not use or activate any electronic recording device to record students or staff during the school day or while participating in any school-sponsored curricular or co-curricular activity unless authorized by the school.

Any electronic recording device used in violation of this policy may be confiscated by a school administrator or staff member. Students who violate this policy may also be subject to disciplinary action in accordance with the Princeton Public Schools Code of Conduct.

Electronic Surveillance in School Buildings and on School Grounds

To help maintain a safe and secure learning environment, the Princeton Public Schools Board of Education authorizes the use of security cameras in school buildings and on school grounds. School property may be monitored and recorded using electronic surveillance systems in accordance with Board of Education policy and applicable laws.

AFFIRMATIVE ACTION

Princeton Public Schools is committed to providing an educational environment free from discrimination and complies with **Title IX of the Education Amendments of 1972** and all applicable federal and state anti-discrimination laws.

No student or employee shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity based on sex or any other protected characteristic.

Students, families, or staff who experience or witness discrimination, harassment, or any bias-related incident should report it to the District's **Affirmative Action Officer (AAO)**, the Interim Assistant Superintendent of Human Resources. The AAO is responsible for addressing concerns involving discrimination based on any protected class under federal and state law.

When a reported incident also involves **Harassment, Intimidation, and Bullying (HIB)**, the District's **Anti-Bullying Specialist** will lead the investigation in accordance with New Jersey law, while coordinating with the Affirmative Action Officer as appropriate.

Harassment, Intimidation, Bullying (PPS POLICY 5512)

The Princeton Public Schools Board of Education is committed to providing a safe, respectful, and inclusive learning environment for all students. Harassment, intimidation, and bullying (HIB) are prohibited and will not be tolerated.

A safe and supportive school climate is essential for student learning and academic success.

Harassment, intimidation, or bullying (HIB) is any gesture, written, verbal, physical, or electronic act that occurs on school property, at a school-sponsored event, 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.

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 proud to be part of the Princeton community. Students are expected to represent the school positively by showing respect for neighbors, businesses, public spaces, and private property.

Littering, loitering, vandalism, trespassing, or damaging the property of others is prohibited. Students who engage in these behaviors may be required to participate in restorative actions, such as repairing or replacing damaged property, and may also face disciplinary consequences. Restitution may be required for any financial loss resulting from the student's actions.

Care of School Property

Princeton High School is proud to be part of the Princeton community. Students are expected to represent the school positively by showing respect for neighbors, businesses, public spaces, and private property.

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Dress Policy (Policy 5511)

Students and parents/guardians share the responsibility for ensuring that students come to school dressed appropriately.

Clothing should be clean, appropriate for the school environment, and safe for school activities. Student attire must not disrupt the educational process or create a safety concern.

For safety reasons, students must wear footwear at all times while in the school building.

Clothing or accessories that display or promote profanity, violence, discrimination, illegal activities, alcohol, tobacco, vaping, drugs, or other controlled substances, or that contain sexually explicit or inappropriate content, are prohibited and may result in disciplinary action.

Field trip Standards and Eligibility

Field trips are an extension of classroom learning and a privilege extended to students that are in good standing. Good standing includes but is not limited to grades, attendance, and behavior. Ultimately, participation in all field trips is subject to administrative approval.

a. Academics

No failing grades in any course OR cumulative

b. Attendance

No more than 5 absences in the current Quarter (excused or unexcused combined, unless otherwise required by law/IEP/504), and the student is in compliance with the district attendance policy (including tardies and class cuts). Please submit medical notes within 48 hours of the absence. This will help with the review process.

c. Behavior/Discipline

The student is in good behavioral standing with no current suspensions or expulsions and no pattern of chronic misconduct as defined by the Code of Conduct.

d. Health/Safety/Logistics

Required parent/guardian permission, medical forms/medications, and agreement to ride school-approved transportation unless written authorization is granted by administration.

e. Behavior Expectations While on Trip

Students are subject to the Student Code of Conduct at all times, must follow staff/chaperone directions, and must participate in all scheduled educational activities. Violations may result in removal from the trip and school-based consequences. If a student has to be sent home early from a trip it is the parent's responsibility to pick up the student from the trip location. A Trip Behavior Contract must be signed by the student and parent/guardian.

f. Students with IEP/504

Field trips are open to all students. Eligibility determinations and behavior expectations must be applied equitably. Necessary accommodations/ services outlined in IEPs/504 plans must be provided.

g. Eligibility Timeline & Checks

Initial check at 3 weeks before departure, final check 3 school days prior. Students who fall out of good standing may become ineligible

h. Refunds

We strongly encourage families to purchase trip insurance for trips. If you choose not to purchase trip insurance and your child is removed from the trip, Princeton High School will not be responsible for refunding the cost of the trip.

i. Appeals

Families may request an administrative review for extraordinary circumstances (e.g., documented medical issues). Final decisions rest with building administration.

j. Advisor/Coach Add-Ons

Trip advisors may set additional, reasonable eligibility conditions (e.g., practice/meeting attendance) if disclosed in writing at the start of the activity.

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 parking sticker. Students found parking in spaces designated as faculty, residential, visitor, or otherwise restricted spaces are subject to ticketing by the police. Additionally, permits may be denied for students with excessive absences (more than 10% of the total number of school days) and must be in good academic standing. Students with excessive absences or not in good academic standing must seek approval from their Assistant Principal.

Students who park illegally or in a way that impedes traffic flow in the parking lots may be ticketed by police and face disciplinary action from 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 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.

Students Right to Demonstrate and Protest

Princeton Public Schools respects students' First Amendment rights to free speech and peaceful assembly and recognizes the important role these rights play in preparing students to become informed and engaged citizens. Students may choose to express their views, show support for a cause, or raise awareness about issues that are important to them. The District encourages respectful and responsible civic engagement that does not disrupt the educational environment or infringe on the rights or safety of others.

Walkouts, protests, demonstrations, or similar activities are not school-sponsored events and are not permitted during instructional time or in any manner that disrupts the orderly operation of the school, compromises safety, or interferes with teaching and learning.

Students who participate in activities that violate school rules or the Code of Conduct will be subject to appropriate disciplinary action as outlined in this handbook.

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.

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. 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 Learn Lab 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.

Physical Education Preparation Policy

Participation in Physical Education requires students to be prepared each day for safe and active engagement in class activities. Preparation will be evaluated daily and count toward the student's grade.

1. Footwear

- **Athletic sneakers are required every day.**
- Sneakers must be secure and appropriate for physical activity (no sandals, boots, Crocs, slides, or dress shoes).
- Students without proper footwear may not be able to fully participate and will receive a **minimum deduction of 2 points out of 10** from their daily preparation/participation

grade.

2. Clothing

- Clothing should allow for safe movement and active participation in the scheduled activity.
- Specific uniforms are **not required**, but students should dress in a way that ensures safety, comfort, and full participation (e.g., avoid restrictive clothing, unsafe jewelry, or items that pose a hazard).
- Teachers may provide guidance on recommended clothing for particular units (e.g., fitness, outdoor activities, dance, or team sports).

3. Preparedness & Safety

- Students must be prepared to actively participate in the day's activity.
- Lack of proper preparation (e.g., unsafe footwear or clothing that prevents safe participation) will result in partial loss of credit for the day.
- Repeated lack of preparation may result in further grade deductions and parent/guardian notification.

4. Locker Room

- The locker room is available for students to change. Please bring a lock to secure your belongings for the period of your class.
- Lockers will not be assigned. Students are only allowed to use the lockers during their Physical Education period.
- Students must remove their lock and personal belongings at the end of the period.

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
- Using AI assistance without permission
- Working with others on individual assignments
- Sharing information about grades
- Frequently absent on testing days and take make up tests thereafter

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 academic dishonesty will face disciplinary action. Each incident will be reviewed by the teacher, assistant principal, and department supervisor. A score of zero may be assigned for any test, project, paper, or assignment in which a student violates the Honor Code. Violations will also result in consequences consistent with the PHS discipline policy above. If there is reasonable suspicion of repeated academic integrity breaches, teachers or administrators may impose additional penalties, including but not limited to assigning an "F" for the entire quarter.

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.

APPENDIX

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 HONOR 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