

Princeton High School

151 Moore Street
Princeton, New Jersey 08540
609-806-4280

Parent/Student Handbook 2009-2010

PRINCETON REGIONAL SCHOOLS

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Ms. Christine Carbone Coordinator of Student Activities
Mrs. Diana Lygas Dean of Students

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Quick Reference Information

Princeton High School Web site:

<http://www.prs.k12.nj.us>

Parentlink (Attendance Information on Individual Students):

<http://www.prs.k12.nj.us>

High School link:

or

(609) 806-4288 (Follow voice prompts)

Both require unique ID numbers and pass codes for access.

2NDFLOOR New Jersey's Youth Helpline

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

Attendance

General Procedures

The educational program offered by this district is predicated on the regular attendance of all students and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity are vital to this purpose. **Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day that school is in session.**

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

Full-year courses	18 days
Semester courses	9 days
Quarter courses	4 days

Three tardies in a class is equivalent to one additional absence. Additional absences accrued due to tardies are counted toward the total for denial of credit.

Absences caused by religious obligation or absences that are school imposed (e.g., suspensions, field trips) **do not** accumulate toward the limit of 18 absences.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Verified Absences

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

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

Unverified Absences

There is zero tolerance for unverified absences for all students. Any student absent from a class will be considered truant unless a written verification from a parent/legal guardian

is presented or the student has participated in a school-sponsored activity. Repeated truancy of this type will become a disciplinary matter with appropriate sanctions.

Attendance Procedures

A daily attendance list will be generated at the end of period one. All students free period one must report to the attendance office prior to 8:15 a.m. or the student will be recorded as absent.

Students who arrive late to school must report to the attendance office immediately in order to receive an Admit Slip to class.

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

Right Of Appeal

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

Calls And Notes

Parents are requested to call the attendance office (Ms. Han at 806-4280, ext. 3106) between 7:30 a.m. and 8:30 a.m. to report absences for their children in advance. In addition, a student returning from an absence must bring a note from a parent/guardian or a physician to the attendance office (located outside the Main Office). If a note is received within **3 days**, the absence will be listed as "**verified**". All verified absences are counted toward the total for denial of credit.

Overall Credit Expectations

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

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 grade level. The attendance committee will grant or deny appeals. Granted appeals will result in restored credits.

Tardy To Class

A student is tardy to class when they arrive after the second bell.

Tardiness results in the loss of in-class time and is a disruption to the learning process. It is expected that students be on time to class. Tardiness is a disciplinary issue and will be dealt with as such.

Teachers are encouraged to handle minor tardy infractions as part of the normal classroom procedures. **As per Board of Education policy, every three tardies in each class will result in one additional absences from that class.**

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

Leaving School Early

High school students shall present a note from a parent or guardian **before** the requested dismissal. **A parent/guardian must come to the main office of the school and sign the student out in the attendance office, which is located outside of the main office.**

If a student needs to leave school early because of illness, the student must secure the approval of the school nurse and have a parent/guardian come to the school attendance office to sign the student out.

Senior Privilege

Senior students with 90 or more credits may be permitted to leave the school premises when they have no scheduled classes or other school activities, **provided that their parents or legal guardians have signed and submitted to the High School the consent waiver and indemnification form prepared by the Board of Education.** Seniors who are 18 years or older may complete this form themselves. Seniors so authorized must sign out before leaving and sign in upon returning in the attendance office. **The privilege may be withheld or withdrawn for cause notwithstanding the consent of the parent and/or legal guardian.**

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

Lockers/Search and Seizure

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

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

A student's person, possessions, and locker may be searched by a school official provided the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Searches that result in the electronic communications of a student shall be conducted with equal sensitivity as that required of physical searches. When administrative search is determined to be necessary by the Principal or his/her designee or on presentation of a proper warrant by law enforcement officials, a search shall be requested of the person responsible for the electronic communication system or his/her designee.

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

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

Affirmative Action

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

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

Harassment, Intimidation, And Bullying Board Policy 5512.01

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

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

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

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

Code of Discipline

The following is a list of behaviors and accompanying sanctions that will serve as a guide for administrative action. There may be circumstances that could alter responses to certain behaviors and these will be handled on a case-by-case basis by the high school administration. For the purpose of understanding the abbreviations used below, the following definitions should be considered:

- TD** Teacher Detention: to be served at the discretion of the teacher involved.
- AD** Administrative Detention: to be served after school, under the supervision of a certified staff member
- ISS** In-school Suspension: to be served after school under the supervision of a certified staff member. The duration will be for four (4) hours after school, and a parent or guardian must meet with an administrator before the student is released.
- OSS** Out-of-school suspension: to be served off school property, under the supervision of the parent/guardian. Students are not allowed on school property during the duration of the suspension and they may not participate in extra- or co-curricular activities. Failure to comply with this can result in a charge of trespass.

Offense	1st	2nd	3rd
Assault*	2-5 OSS	3-5 OSS	5-10 OSS
Fighting*	2-5 OSS	3-5 OSS	5-10 OSS
False Fire Alarms*	5 OSS	5-10 OSS	5-10 OSS
Possession of a weapon**	5 OSS	5-10 OSS	5-10 OSS
Extortion	1-3 OSS	3-5 OSS	5-10 OSS
Inciting violence	1-3 OSS	3-5 OSS	5-10 OSS
Theft	1-3 OSS	3-5 OSS	5-10 OSS
Food fight	1-3 OSS	3-5 OSS	5-10 OSS
Threatening Bodily Harm	1-3 OSS	3-5 OSS	5-10 OSS
Harassment	1-3 ISS	3-5 OSS	5-10 OSS
Failure to follow school rules	1-3 ISS	1-3 OSS	3-5 OSS
Insubordination	1-3 ISS	1-3 OSS	3-5 OSS
Vandalism/Destruction of School Property	1-3 ISS	1-3 OSS	3-5 OSS
Leaving school grounds illegally	1-3 ISS	1-3 OSS	3-5 OSS
Offense	1st	2nd	3rd
Endangerment of others	1-3 ISS	1-3 OSS	3-5 OSS
Vandalism	1-3 ISS	1-3 OSS	3-5 OSS
Hazing	1-3 ISS	1-3 OSS	3-5 OSS
Assault on an employee*	10 OSS		
Drug and alcohol violation	Refer to section entitled, "Substance Abuse" in the policies of the Board of Education		
Criminal Behavior*	Administrative discretion according to the nature of the offense		

*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 provides separate punishments for students who are found in possession of a gun, or firearms, on school property or at school sanctioned activities. Any student who falls into this category will be **expelled (i.e., suspended) by the principal for one year.

(Administrative intervention may include warning, referral to a guidance counselor, CORE team, or other appropriate action prior to the imposition of formal sanctions in the following offenses)

Any other conduct which threatens the safety of any student or staff member or any conduct or speech which is disruptive to the operation of the schools or is offensive, vulgar, or profane in the particular school setting in which it occurs will result in appropriate disciplinary consequences.

Offense	1st	2nd	3rd
Parking illegally or without permit	AD	AD-2 ISS	1-3 OSS
Littering, graffiti	AD	AD-2 ISS	1-3 OSS
Profanity	AD-2 ISS	AD-3 OSS	3-5 OSS
Defiance	AD-2 ISS	AD-3 ISS	3 OSS
Bus Misconduct	AD-2 ISS	AD-3 ISS	3 OSS
Hall Disruption	1-2 AD	AD-2 ISS	1-3 OSS
Parking violations	1-2 AD	AD-2 ISS	1-3 OSS
Leaving Class	1-2 AD	AD-2 ISS	1-3 OSS
Cutting Class	2 AD	AD-2 ISS	1-3 OSS
Cafeteria Disruption	1-2 AD	AD-2 ISS	1-3 OSS
Forgery	1-2 AD	AD-2 ISS	1-3 OSS
Chronic Cutting	2-3 AD	AD-2 ISS	1-3 OSS
Chronic Tardy	1-2 AD	AD-2 ISS	1-3 OSS
No show AD	1-2 AD	AD-2 ISS	1-3 OSS
Horseplay, water fights	1-2 AD	AD-2 ISS	1-3 OSS
E-mail Abuse	1-2 AD	AD-2 ISS	1-3 OSS
Cutting a teacher detention	1-2 AD	AD-2 ISS	1-3 OSS
Inappropriate dress	1-2 AD	AD-2 ISS	1-3 OSS
Smoking	AD	2 AD	1 ISS+
Disrespect	TD	AD-2 ISS	1-3 OSS
Classroom disruption	TD	TD	AD-2 ISS
Tardiness to class	TD	TD	AD-2 ISS
Cheating*	TD	TD	AD-2 ISS

+ Refer to Health Department for issuance of a summons

* Cheating may result in an "O" grade on assignment, quiz, test or examination.

Substance Abuse

The possession, use, or distribution of alcohol, anabolic steroids, or controlled dangerous substances as defined under statute (N.J.S.A. 24:21-2), or use of chemicals (e.g., glues, solvents) which can cause changes in the emotional and/or physical state of the individual, or of any prescription drug except those for which permission for use in school has been granted, is illegal, dangerous, and creates a serious obstacle to education. 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:

I. Suspected to be Under the Influence

- A. If in the opinion of the Principal and /or school nurse the student appears to be under the influence, the principal shall immediately notify the parent(s)/guardian and the Superintendent and arrange for an immediate medical examination of the student. If a school medical inspector is not

available, the student shall be accompanied by the school nurse and at least one member of the school staff, designated by the principal, to the emergency room of the nearest hospital or district-designated medical facility for examination.

- B. The parent(s)/guardian shall be contacted and notified that the student will receive a medical examination including screening for chemicals and/or alcohol. The parent(s)/guardian is to be requested to meet appropriate district staff at the medical facility. The parent(s)/guardian shall be informed of their right to have the medical examination conducted with a physician of their choice at parental expense. If the parent(s)/guardian elects to use their own physician, appropriate district staff will contact the parent's (s')/guardian's physician to determine immediate availability. If the parent(s)/guardian-selected physician is not immediately available or the parent(s)/guardian is unavailable, the principal shall proceed to arrange for an examination. If available, one of the student's parents/guardian should also accompany the student. Provisions shall be made for the appropriate care of the student while awaiting at the medical facility or the school nurse's office for the transfer of responsibility for the student to the parent(s)/guardian.
- C. A written report of the medical examination that includes the "Chemical Screening Report" shall be furnished to the parent(s)/ guardians, the Principal, and the Superintendent by the examining physician within 24 hours.
 - 1. Attendance at school shall not resume until a written report of the medical examination has been submitted to the parent(s) or guardian, the Principal, and the Superintendent. The report shall certify that the student is physically and mentally able to return to school.
 - 2. If the written or verbal results of the chemical screening are not received within 24 hours, the student shall be allowed to return to school until such time as a positive or negative diagnosis of alcohol or other drug use is received.
 - 3. If the laboratory results of chemical screening, either written or verbal, have not been provided and the student returns to school, instruction shall be provided in a supervised setting as determined by the principal.
 - 4. If there was a positive diagnosis from the medical examination, indicating that the student was under the influence of alcohol and/or drugs, the student shall be returned to the care of the parent(s) or guardian as soon as possible.

- D. If a student's parent(s) or guardian refuses to have the student examined to determine the student's physical and mental ability to return to school following an initial positive diagnosis of alcohol or drug use, and thus preventing the student's return to school, the Principal shall refer the incident to the Division of Youth and Family Services.
 - E. On positive findings, sanctions shall be imposed. See "Sanctions." Additionally, procedures under "Procedures for Evaluation and Treatment" shall be implemented.
 - F. If a student voluntarily admits to being under the influence of alcohol or drugs, the student shall nonetheless be required to submit to medical examination and testing as indicated above.
 - G. Graduating seniors who consume alcohol or drugs just prior to or during the graduation ceremony shall not be allowed to participate in the ceremony.
 - H. 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) or guardian regarding the student's status and the student's reinstatement.
- II. 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.
- III. Procedures for Evaluation and Treatment
- A. The student shall be referred to the (student assessment) CORE Team to determine the need for a substance abuse assessment by appropriately certified Board of Education staff and/or a community service provider appropriately certified by the New Jersey State Board of Examiners.
 - B. The substance abuse assessment or other appropriate assessment (e.g., Child Study Team evaluation) would serve as a basis for determining a treatment plan. Such a plan could include changed provisions for a program of instruction, counseling, and related services while the student is receiving therapeutic or medical care for a diagnosed dependency problem. Any therapeutic or medical care for a diagnosed dependency problem shall not be at the expense of the Board of Education.

1. Parent(s) or guardian shall participate in the development of a treatment 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 student assistance program in the district and the community.
 2. The treatment plan may include periodic substance use screenings to be conducted at parental expense.
- C. If it is found that a student is beyond rehabilitation through available resources, or the student does not meet the conditions of his/her Reentry Agreement, including the treatment plan, the principal shall recommend appropriate measures, which may include disciplinary proceedings, to the Superintendent.

IV. Sanctions

A. Definition

1. Possession-- shall include the following:
 - a. Immediate suspension for 5 days of school.
 - b. The incident shall be reported to the police.
 - c. Loss of privileges for 45 school days.
 - d. Upon return from suspension: continued responsibility for practice activities but loss of the right to engage in public performance activities for a minimum of two weeks.
 - e. Discipline action shall be taken as indicated in Board Policy 5114, Student Suspension and Expulsion, 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 re-admission, 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.
 - g. The jointly developed Reentry Agreement must be understood and signed by the building principal, the parent(s) or guardian, and the student.
 - h. State law requires that possession of drugs be reported to the police. The Superintendent shall determine whether the possession and/or use of alcohol should be reported to the police.

2. Use - shall include the following:
 - a. The sanctions as stated for possession shall be implemented.
 - b. Discipline action shall be taken as indicated in Board Policy 5114, Student Suspension and Expulsion, 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.
 - c. As a condition of re-admission, the student and parent(s)/guardian must meet with the substance awareness coordinator and jointly develop a Reentry Agreement. The re-entry agreement shall include a treatment plan.
 - d. The jointly developed Reentry Agreement must be understood and signed by the building principal, the parent(s) or guardian, and the student.
 - e. State law requires that possession of drugs be reported to the police (see Section I-C for exception). The Principal shall determine whether the possession and/or use of alcohol should be reported to the police.

3. Distribution/Sale
 - a. Immediate suspension for 5 days of school.
 - b. Loss of all privileges.
 - c. Report of the incident shall be made to the police.
 - d. Upon return from suspension:
continued responsibility for practice activities but loss of the right to engage in public performance activities for a minimum of two weeks.
 - e. Discipline action shall be taken as indicated in Board Policy 5114, Student Suspension and Expulsion, 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 re-admission, the student and parent(s) or guardian must meet with the substance awareness coordinator and jointly develop a Reentry Agreement. The Reentry Agreement shall include a student behavioral contract.
 - g. The jointly developed Reentry Agreement must be understood and signed by the building principal, the parent(s) or guardian, and the student.
 - h. Long-term suspension or expulsion proceedings before the Board of Education may be instituted.

B. Criteria and Range of Penalties for Board Action

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

The following shall act as guidelines to the Board of Education in determining disciplinary action:

Penalties may be invoked singularly or in combination based upon the circumstances of the individual case(s).

CONTROLLED SUBSTANCES—USE

Reentry Agreement

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

Third-Party Substance Evaluation/Assessment

Substance abuse evaluation provided through a third-party treatment center may 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 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 guidance 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 DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Service (DYFS).

CONTROLLED SUBSTANCES—POSSESSION

Reentry Agreement

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

Third-Party Substance Evaluation/Assessment

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

Community Service

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Abbreviated School Day

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Alternative Educational Program

An educational placement outside of the school district developed through the building principal and the student's guidance 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 the Family/Juvenile Court or DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Services (DYFS).

CONTROLLED SUBSTANCES—DISTRIBUTION AND SALE

Reentry Agreement

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 reenter school.

Alternative Educational Program

An educational placement outside of the school district developed through the building principal and the student's guidance 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 the Family/Juvenile Court or DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Services (DYFS).

Expulsion

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

ALCOHOL—USE

Reentry Agreement

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

Third-Party Substance Evaluation/Assessment

Substance abuse evaluation provided through a third-party treatment center may 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 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 guidance 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 the Family/Juvenile Court or DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Services (DYFS).

ALCOHOL—POSSESSION

Reentry Agreement

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

Third-Party Substance Evaluation/Assessment

Substance abuse evaluation provided through a third-party treatment center may 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 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 guidance counselor.

Alternative Educational Program

An educational placement outside of the school district developed through the building principal and the student's guidance 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 the Family/Juvenile Court or DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Services (DYFS).

ALCOHOL—DISTRIBUTION

Reentry Agreement

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 reenter school.

Alternative Educational Program

An educational placement outside of the school district developed through the building principal and the student's guidance 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 the Family/Juvenile Court or DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Services (DYFS).

ALCOHOL—SALE

Reentry Agreement

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 reenter school.

Alternative Education Program

An educational placement outside of the school district developed through the building principal and the student's guidance 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 the Family/Juvenile Court or DYFS

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Youth and Family Services (DYFS).

Expulsion

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

C. Failure to Cooperate

1. If a student's parent(s) or guardian(s) or if the student is unwilling to cooperate in the implementation of the Reentry Agreement, the district administration and the Board of Education shall take appropriate action as provided for under Sanctions.

2. This action shall be based upon the facts, the advice of legal and (if appropriate) medical counsel, and the existing school discipline policy, which includes suspension or expulsion.

V. Amnesty

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

Police In School

Police may enter the school officially, if they suspect a crime has been committed, or have a warrant for search or arrest. If a student is questioned by the police, school authorities must see that all questioning takes place privately in the presence of the principal, and his/her designee. No law enforcement officer will direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews. All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, will be referred to the appropriate law enforcement agency, provided however, that nothing in any agreement shall be construed to authorize or require a school employee to divulge information or records subject to the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable regulation, law or rule of evidence concerning confidential and privileged communications.

If at all possible, parents should also be present at the questioning. Students are not required to answer any questions other than those concerning their name, age, address, or business in the school until a parent or lawyer is present. Students have the right to be informed of their legal rights, to be protected from unnecessary force, and to remain silent, just as one would if one were out of school. (Also see, "A Model for an Agreement Between Education and Law Enforcement Officials".)

Weapons And Dangerous Instruments

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

The police may be alerted when a student is found to be in possession, or suspected to be in possession, of a weapon. The decision to contact the police shall rest with the building principal and shall be based on the nature and dangerousness of the instrument and any legitimate uses it may have in school. The police shall be informed whenever a student uses or threatens to use a weapon in possession pursuant to N.J.S.A. 2C: 39-1(f). The instrument may be confiscated by the administration or such action may be referred to the police. Objects ordinarily not considered weapons, but generally considered tools, such as Swiss army knives, will be confiscated. The decision regarding the imposition of any penalties for possessing these types of objects shall be based on the nature and dangerousness of the object and any legitimate uses it may have in school.

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

The following shall act as guidelines to the Board of Education in determining disciplinary action:

Penalties may be invoked singularly or in combination based upon the circumstances of the individual case (s).

- **Weapon (s)**

- Reentry Agreement

- 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 reenter school.

- 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 guidance counselor.

- Alternative Educational Program

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

- Firearm (s)

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

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

Smoking

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

Therefore, it shall be the policy of the school district that there shall be **no smoking by any person in any building or any district property and any school-owned and operated vehicles at any time** except as part of classroom instruction or theatrical presentations, with the approval of the principal. Any school employee may report smoking violations to the high school administration, and they need not confront the student at the time of the offense. (Policy #3515)

The Princeton High School procedures for failure to comply to the Princeton Board of Education smoking policy are listed below:

First Offense:

after-school detention
written notification to parents

Second Offense:

two after-school detentions
meeting with a Student Assistance Counselor
parental notification

Third Offense:

administrative disciplinary procedures, including 1 ISS
mandatory meeting with a Student Assistance Counselor
reported to Princeton Board of Health

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 95-04):

It shall be unlawful for students enrolled in elementary and secondary educational institutions to use or possess in plain public view a cigarette or any other tobacco products within the public right-of-way areas within a radius of 1,000 feet of any elementary or secondary educational institution when classes or other student activities are in session and one hour before and one hour after such activities.

Vandalism

Any student involved in any act of vandalism resulting in damage to property owned by the school district will be subject to suspension and referral to the police.

The Princeton Regional School District shall seek compensation from the parent/guardian of any child who commits any act of vandalism resulting in damage to property owned by the District.

N.J.S.A. 18A:37-3 - Liability of parents of pupils for damage to property: The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit.

Care Of School Property

Students shall not throw paper or debris of any kind on school floors, the grass, sidewalks or streets adjacent to the school. Students are also required to clean their tables of food and utensils in the cafeteria when finished eating. Trash bins shall be provided for those purposes. All employees of the school district shall enforce this rule, and the administration shall take any disciplinary action necessary to curb violations. It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the administration for disciplinary action and assessment for damages.

Technology Protocol

The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

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

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

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

Technology Protocols for Staff and Students

- NO food, gum, drinks or any liquids (except for specific science experiments) near the equipment.
- Students must be properly supervised at all times.

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

Care Of Private Property

Princeton High School is an integral part of the community of Princeton and all students are expected to project a positive image of our school to the surrounding area. This commitment is crucial in showing respect at all times to the private property of our neighbors.

Littering, loitering, and/or causing damage to the private property of any member of the community is unacceptable, and may be subject to disciplinary action, which could include restitution for any monetary loss.

Gambling

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

Parking

Parking is reserved for the faculty and staff of the high school as well as a limited number of visitors or guests. Student parking is limited to restricted areas and for **seniors only** who have a municipality-approved/PHS-approved parking sticker. Students found parking in spaces designated as faculty, residential, visitor, or otherwise restricted spaces are subject to ticketing by the police. Also, any student who parks a vehicle illegally, or in such a manner that it impedes the free movement of traffic in the parking lots, will be subject to ticketing by the police and disciplinary action by the high school administration.

By local ordinance, approximately 90 parking spaces will be available exclusively for PHS student parking. A municipality-approved/PHS-approved issued parking sticker

must be displayed on the rear windshield, lower left corner of the student's automobile. The PHS administration will conduct a lottery for the 90 available parking decals.

PHS student permit parking, as specified by ordinance, will be available on the following streets:

- Walnut Avenue between Houghton and Franklin Streets
- Franklin Avenue between Walnut Lane and Westminster Choir College entrance
- Guyot Avenue between Moore and Walnut Streets, on the school side of the avenue.

PHS students, faculty and staff may not park on streets marked as residential permit parking.

Parking information and procedures will be sent directly to seniors or can be picked up in the Main Office.

Tailgating

Tailgating activities are not permitted on school property.

Phone Messages For Students

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

Student Conduct Off-School Premises

Students who travel with teachers or with other designated supervisors to activities away from school such as field trips, athletic events, concerts and other school functions must conduct themselves so that they bring pride and respect to Princeton High School. Behavior not in keeping with this ideal will result in appropriate disciplinary action which may include suspension and/or referral to the police. Students must return with the teacher or supervisor and are not permitted to make arrangements to return with friends.

Bus Conduct

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

Student Conduct In The Halls

Students are not permitted to eat or drink in the halls except during break. Students are responsible for discarding their personal garbage in the proper receptacles. Students are not to loiter in the halls between classes.

Dangerous Conduct

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

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

Fighting

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

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

Thefts

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

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

- ❑ **Be sure to close locker doors completely--simply slamming the locker door will not necessarily secure it.**

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

Student Visitors

Student visitors of students during the school year are not permitted at PHS. Students and their parents interested in enrolling at PHS should contact the Guidance Department for relevant information and to schedule a guided tour. Generally speaking, 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 from 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.

Supervision After School Hours

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

Dance/Concert/Movies Or Other Activity Nights

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

- Students will not be permitted entry after the first hour of the concert, dance, movie, or event.
- Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the assistant principal in advance.
- Students who leave the building will not be permitted to return.
- Disorderly persons will be removed from the building, and no refunds will be given. Parents will be contacted in the event of such a problem.
- Smoking, alcoholic beverages and drugs are not permitted on school premises. Disciplinary action, according to Board of Education policy, will be taken.

- If students or guests 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 only to students in grades 9 through 12. Each student is permitted one guest. All guests' names must be approved by the Principal and submitted to the Assistant Principal **forty-eight hours** before the date of activity. Both the student and the guest must sign in at the door. Students are responsible for the behavior of their guest.

Eligibility To Participate in Extra-Curricular Athletic Activities

To be eligible for participation in extra-curricular athletic activities during the first semester of the 10th, 11th, or 12th grades, **a student must have passed at least 27.5 credits during the preceding school year.** Students entering the high school for the first time as 9th graders are eligible to participate in all fall and winter sports and activities. (Repeating 9th grade students must meet the requirements for 10th grade students concerning eligibility.)

To be eligible for participation in extra-curricular activities that begin during the second semester during the 9th, 10th, 11th, or 12th grades, **a student must have passed the equivalent of 13.75 credits during the preceding semester.** Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

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

Students are advised that a no-credit status in a course will **adversely** affect their eligibility to participate in athletics or extra-curricular activities. **Students who are absent or suspended from school may not participate or practice in a game or meet.** A student must be present prior to **10:51 a.m.** on the day of an extra-curricular athletic event in order to participate in the event that day.

Athletic Team Selection Procedures

It is a desire of the Princeton Regional Schools 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 in to account the number of coaches, the number of playing levels and the facilities available.

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

The following guidelines will be followed:

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

Phones (Pay, Portable, Cellular, Pagers)

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

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

Radios/Tape/CD Players/IPODS/MP3 Players

Radios, including the large box type and the small Walkman type, tape/CD players and video recorders, as well as headphones, IPODS, and MP3 players are not an enhancement to the teaching /learning environment. These electronic devices are to be reserved for time outside the academic day. They may not be used inside the school building. **Failure to comply may result in confiscation and/or disciplinary sanctions.**

Dress Policy

Dress is the primary responsibility of the parents and students; however, the school affirms that acceptable standards for students are predicated on neatness, cleanliness, and safety. School dress must not disrupt the educational process. Bare backs, spaghetti strap tops, exposed stomachs, short shorts, tank tops and short dresses/skirts are not appropriate clothing in an educational environment. Footwear must be worn in all parts

of the school building for safety reasons. Apparel that is revealing, lewd, ragged, or that draws attention to an illegal substance, is among the items prohibited.

Fire Drills

Fire 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.

Flag Salute And Pledge of Allegiance

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

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 notified. The school physician or nurse will give no care beyond first aid. For this reason, it is important to have emergency numbers to call when parents are not available. In September, emergency cards are issued to each student for the parent to complete. These cards should be updated when telephone numbers change.

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 for which the school is not responsible shall not be treated by school personnel except as an emergency may dictate.

Administration Of Medication In Schools

Many students are able to attend public school because of the effective use of medication in the treatment of chronic disabilities and or illnesses. Any student who is required to take medication during school hours must comply with school regulations stating that the

administration of medication to pupils shall occur only in exceptional circumstances in which the child's health may be jeopardized without it.

- Pupils requiring medication during school hours must have a written statement from the family physician which 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.

Family Life Education

The Board of Education directs the Superintendent to coordinate the development of a family life education curriculum which will be in compliance with the New Jersey Administrative Code.

The program shall provide material suited to each grade level, presented in a manner intended to foster respect for the human body and an understanding of how human sexuality affects personal and family relationships.

The curriculum shall be developed with the active participation of teachers, administrators, pupils, parents and guardians, physicians, members of the clergy and representative members of the community.

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

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

The Board urges all parents to become familiar with these courses and to participate in their development as provided by the Administrative Code.

The Board of Education alone, upon recommendation of the Superintendent, shall approve the content, sequence and materials of family life education.

Physical Education Exemptions and Policies

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

All physical education classes (Phys. Ed., Driver Ed. and Health) are *independent, quarter courses*.

Students must take, pass, and receive credit for *each of the four quarters*. Averaging of quarter grades in physical education **will not** take place. A failing grade in any quarter will mandate summer school, since **students will not be able to double-up*** these classes during the academic year due to staff and room constraints.

On the *fifth absence in a quarter course*, students will be denied credit in that quarter, provided that they have a passing grade in the course.

This can negatively impact students with either academic failures or excessive absences in physical education. Students please note that by state law you must take, 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 quarters and all years that they are enrolled at Princeton High School.**

Hazing

“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.

School Closing

Should bad weather force the late opening or cancellation of school, the announcement will be broadcast over radio stations **WHWH 1350 AM, WKXW 101.5 FM, and WPST 97.5 FM and the local cable access Channel 14. Also, a school closing hotline is available at (609) 806-4202.**

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

Academic Honor Code

Princeton High School strives to epitomize the phrase etched in stone above the archway, "Live to Learn and Learn to Live." The pursuit of knowledge is the mission of the school and responsibility of each individual student. The faculty endeavors to guide the academic growth, while the parents and greater community provide support. To maintain this focus on learning and the tradition of academic excellence at Princeton High School, the students, faculty, parents, and community must stand in unison demonstrating high regard for learning and the personal academic integrity required for intellectual growth. This culture of learning can only flourish upon a solid foundation of personal and academic integrity, made up of **honesty, trust, fairness, respect, and responsibility.**

Pledge

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

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

Student Signature _____

Parent Signature _____

Date _____

Examples of Honor Code Violations

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

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

Proactive Measures to Ensure Academic Integrity at PHS

Princeton High School will be proactive in sustaining a culture of learning and promoting academic integrity. The following are actions to educate the school community about the Honor Code. In addition, listed are actions by individual groups to demonstrate their responsibility in supporting the Honor Code.

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

Consequence of Honor Code Infractions

Students who engage in any form of academic dishonesty will be subject to sanctions. Each incident will be reviewed by the teacher and an administrator (assistant principal and/or department supervisor). A score of “0” may be the result on any test, project, paper, or assignment in which a student violates the honor code.

GUIDANCE SERVICES

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

Director of Guidance:	Ms. Angela Siso
Counselors:	Mr. Tom Filippone Mr. Chris Floor Ms. Deirdre Mullen Mr. Paulo Velasco
College Advisor	Mrs. Patti Lieberman
Child Study Team Members	Mrs. Lenora Keel Dr. Cathi Ragsdale Dr. Karen Wedam
Substance Abuse Counselor:	Mrs. Gwen Kimsal
Service-Learning & Experiential Programs	Dr. Andrea Dinan
Dean of Students	Mrs. Diana Lygas
Coordinator of Student Activities	Ms. Christine Carbone

Academic Program Graduation Requirements

In order for a student to receive a high school diploma from Princeton High School, each student must:

- A. Pass the Grade 11 High School Proficiency Assessment (HSPA 11) in language arts literacy and mathematics. Students must pass the Biology State Assessment the year they are enrolled in a Biology course.
- B. Successfully complete a minimum of 120 credits beginning in grade 9 and concluding in grade 12. The course work must include the following course requirements:

1. English: 20 credits
2. Mathematics: 15 credits, including one year (5 credits) of geometry.
3. Science: 15 credits
4. American History: 10 credits (U.S. History I and U.S. History II), (U.S. History I and AP U.S. History), (U.S. History 1 and U.S. History 2), or two years of ESL Transitional History fulfill this requirement.
5. World History & Cultures: 5 credits (World History and Cultures and AP World History and Cultures) fulfill this requirement.
6. World Languages: 5 credits are required for graduation for students entering grades 9, 10 and 11. We strongly recommend 15 credits in one language for all students.
7. Physical Education and Health and Safety: one year (4 credits) for each year of public high school enrollment in New Jersey.
8. Visual and Performing Arts: (Music, Art, and/or designated English electives) 5 credits are required for graduation for students entering 9, 10, 11 and 12.
9. Practical 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. Career Awareness/Community Service Program: completed during sophomore year.

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

*** Please note that the State of NJ is considering changes to the graduation requirement pending approval.**

Summary of Graduation Requirements: Grades 9-12

Class of 2010 (Grade 12)
Class of 2011 (Grade 11)
Class of 2012 (Grade 10)
Class of 2013 (Grade 9)

English: 20 credits
Math: 15 credits
Science: 15 credits
American History: 10 credits
World History: 5 credits
World Language: 5 credits (3 years strongly recommended)
Physical Education/Health: one year (4 credits) for each year of enrollment (16 credits)
Visual/Performing Arts: 5 credits
Practical Arts: 5 credits
Completion of Career Awareness
Total requirements: 96 required credits, 24 elective credits for graduation = **120 credits**

Minimum Scheduling Requirement

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

Grade Level Promotion Requirements

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

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

Course Levels

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

1. Unweighted Any course not designated as an advanced placement course, an accelerated course or a Princeton University course.

2. Weighted Any course designated with an AP, ACC or PU label.

AP, ACC and all courses taken at Princeton University are weighted. Grade point equivalents increase for grades earned in weighted courses. For example: Standard “B+” = 3.3 ACC “B+” = 4.3

Non-Traditional Course Opportunities

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

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

Class/Course Transfer

1. No student will be permitted to drop a full-year course after **December 4th** without the express written permission of the parent, teacher, departmental supervisor, director of guidance, and the principal. **Remember: all students must maintain a minimum course load of 30 credits.**
2. No student will be permitted to drop a half year (semester course) after the sixth week of the semester without the express written permission of the parent, teacher, department supervisor, director of guidance, and the principal.
3. A student who withdraws from a year course at any time up to **December 4th** will be removed from the class roster. No record of this withdrawal will appear on the student’s permanent record.
4. A student who withdraws from a semester course at any time up to the completion of the sixth week of the semester will be removed from the class roster. No record of this withdrawal will appear in the student’s permanent record.
5. A student who is allowed to withdraw from a year or semester course at any time after the deadline will be removed from the class roster. A record of Withdraw Pass (WP) or Withdraw Fail (WF) will be maintained throughout the remainder of the year and recorded on the student’s permanent transcript.
6. Changing courses after the academic year has started can often be very disruptive to a student’s schedule. **Thus, elective course changes will not be permitted if they interfere with academic courses already scheduled. Additionally, schedule changes will ONLY be permitted after the completion of the fifth full day of school.** No new elective additions may be made after **September 25th** for a semester course and **October 9th** for a full year

course. Second semester elective additions may be made no later than the fifth week of the second semester. Additionally, the student is responsible for completing all missed work.

7. In all schedule changes, a drop/add form must be completed and signed by both the sending and receiving teacher. There must be an open seat in the requested course and the department supervisor must grant prior approval before a schedule change is initiated.
8. A student who has pursued an organized course of study outside the school day or school year for Advancement of a Course Level must meet all criteria and deadlines established on page 6 of the Program of Studies. Placement in an approved course is not guaranteed because priority is given to those students who have enrolled in the course through the regular scheduling process.

Communication of Student Progress

A written statement of a teacher's grading policy will be distributed to the student at the beginning of the course. Grades do reflect how well a student is progressing in his/her studies throughout the academic year. Parents/guardians and students are urged to study the progress reports and report cards carefully. If parents/guardians have questions concerning the academic progress of their child's overall school performance, they should contact the guidance counselor who will arrange communication with the classroom teacher as appropriate to include a phone call or parent/counselor/teacher conference.

Marking period dates for the 2009-2010 academic school year are as follows:

End of marking period **One:** November 12, 2009
 Two: **January 27, 2010*** change from printed handbook**
 Three: April 13, 2010
 Four: June 17, 2010 (if no snow days are used)

Princeton High School Grading Scale

A = 93 - 100
A- = 90 - 92
B+ = 87 - 89
B = 83 - 86
B- = 80 - 82
C+ = 77 - 79
C = 73 - 76
C- = 70 - 72
D+ = 67 - 69
D = 63 - 66
D- = 60 - 62
F = 59 and below

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

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

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

1. For each graded (non-pass/fail) course the student completes, with the exception of health and physical education, multiply the numeric equivalent of the grade received times the number of credits earned to determine the number of quality points awarded.
2. Determine the sum of quality points earned for all courses for each separate year.
3. Divide the quality point total for one year by the total number of credits attempted for that year. This will yield the grade point average for that year. The same method is used for calculating WGPA and GPA. AP, ACC, and all courses taken at Princeton University are weighted. Grade point equivalents are increased one full point for grades earned in weighted courses.
For example:
“B+” = 3.3 Standard “B+” = 4.3 Accelerated
4. To determine the overall Grade Point Average, divide the total number of weighted quality points earned (sum of Weighted Quality Points from each year in high school) by the total number of credits attempted (sum of all credits attempted in high school).

Marking Period/Exam Weight/Calculation of Final Grades

For a full-year course five percentage grades are used (the four quarter grades and the midterm and the final exam). Each quarter = 20% of the grade and each exam = 10%

For a semester course, three percentage grades are included (two quarter grades and a final exam).

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

For example:

1 st quarter =	93%	A
2 nd quarter =	89%	B+
3 rd quarter =	94%	A
4 th quarter =	90%	A-
Mid-year & Final exam average =	89%	B+
(92% + 86% / 2 = 89%)		

Final grade = 455 divided by 5 = 91% A-

The weight given to final exams must be determined by one of the following methods:

1. For a mid-year exam and for a final exam, each exam would be weighted one-tenth for a total exam average of one fifth of the final grade.
2. For semester courses, the final exam would count as one fifth of the final grade. (Multiply each report period by two and add to final exam average. Then divide by five.)

Process for Resolving Incomplete Grades

1. A grade of "Incomplete" (I) will be given only when there is just cause, e.g., work missing due to absence or illness. Otherwise, students are expected to submit work on time. While it is permissible under any circumstance to accept work that is late, students are expected to complete all work prior to the end of the marking period.

2. Unless there are extenuating circumstances, students are expected to resolve incomplete grades no later than ten school days after the close of the marking period. If an extension is sought, a written request must go through the subject supervisor.
3. Students must be informed by the last day of the marking period if they will be receiving an incomplete. At that time they will be made aware of the ten-day requirement.
4. Faculty members are discouraged from giving a grade of incomplete at mid-year for seniors. This can work to the student's detriment when applying for college admission.

Review for Credit

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

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

Summer School

Remedial credit may be earned in the Princeton High School summer school program for a maximum of ten credits (based on 60 hours of instruction per course). Attendance at a summer school program for remedial credit other than Princeton High School requires the approval of the Director of Guidance and the Principal. Recommendation of the counselor and the principal is required for attendance at summer school and will not be granted if the student demonstrates a pattern of excessive absenteeism.

Auditing a Class

Audits are strictly limited and proposals must be approved by the teacher, counselor, department supervisor, director of guidance, and principal. Those students who are approved for audit must adhere to the following:

1. The student must attend class daily.
2. The student must do daily homework.
3. The student must take part in class discussion.
4. The student must take tests and other work as assigned.
5. No grade will be recorded on the report card or official transcript.
6. No credits will be awarded.
7. A successful audit will be recorded as "audit" on the official transcript when the course is completed.

Change in Status

- a. After speaking with student, parent, and counselor, the teacher may request that the student terminate auditing the class if behavior or performance is unsatisfactory.
- b. A student may change from auditing to credit by **December 4th** for full year and fall semester courses with teacher, parent and counselor permission. For second semester courses, this change must be made by the end of the third marking period.

Rank in Class

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

School Records

Parents are entitled to inspect official or permanent school records (prior to and after graduation), relating to students, with a scheduled appointment, in the presence of a school official. This means that they have a right to inspect the actual record and not merely have items selected from the record by school officials. However school officials may withhold items of information which, in their judgment, are of a confidential nature, or in which the applicant for such information has no legitimate interest. School authorities may determine the time and manner of presentation of this information. For example, they may suggest that a counselor, qualified to interpret data in the records, be present.

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

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

Scholastic Testing Schedule 2009-2010

The national testing program includes the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and the Scholastic Aptitude Tests (SAT I and SAT II). Each is administered on a Saturday. The dates are listed below. Students taking the SAT I and SAT II must make application with ETS and pay a testing fee. Applications are available in the Guidance Office. Please see your counselor for registration deadlines. PSAT/NMSQT fees and registration are processed by the high school in late September.

Oct. 10, 2009	SAT I/SAT II
Oct. 17, 2009	PSAT
Nov. 7, 2009	SAT I/SAT II
Dec. 5, 2009	SAT I/SAT II
Jan. 23, 2010	SAT I/SAT II
Mar. 6, 2010	SAT I
May 1, 2010	SAT I/SAT II
June 5, 2010	SAT I/SAT II

ACT Testing will take place on:

Sept. 12, 2009
Oct. 24, 2009
Dec. 12, 2009
Feb. 6, 2010
April 10, 2010
June 12, 2010

Please visit www.collegeboard.com and www.act.org for information and registration deadlines.

The Princeton High School CEED Code: 311255

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

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

Advanced Placement (AP) Examinations will be given:

Monday May 3, 2010 – Friday May 7, 2010
Monday May 10, 2010 – Friday May 14, 2010

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

HSPA and Terranova testing will be given:

March 2, 3, 4, 2010

****Seniors who did not pass the March 2009 HSPA test will retake the test on:**

October 6, 7, 8, 2009

End of Course Biology test - May 17, 2010
End of Course Algebra I test - May 24, 2010
End of Course Algebra II test - May 17-28, 2010 - **Exact date to be determined**

Activities and Clubs ...

To name only a few

3D Studio Art	Ivy Student Magazine
AFS Club	Interact
Amnesty International	Italian Club
Around Eight	Junior Statesmen of America
Asian American Club	Kids for Kids
Badminton Club	Latin Club
Best Book Club	March of Dimes
Big Brothers/Big Sisters	Model United Nations
Cat's Meow	Nascar Club
Chess Club	Numina Gallery
Cooking Club	Operation Smile
Drama	Pasion Latina
First Robotics	Philosophy Club
Forensics Team	Political Action
French Club	Prince Yearbook
Frisbee Club	Pulse
Future Business Leaders	Rowing
GAIA	Sadd
Gay/Straight Alliance	Science Tea
Generation One	Spanish Club
Gents	Spectacle Theatre
German Club	Student Council
HiTops	TAG
Horticulture	Tower Student Newspaper
Inspirational Choir	Video Club

Sports Teams at PHS

Fall

Cheerleading
Boys Cross Country
Girls Cross Country
Field Hockey
Football
Boys Soccer
Girls Soccer
Girls Tennis

Girls Ice Hockey
Boys Swimming
Girls Swimming
Boys Winter Track
Girls Winter Track
Wrestling

Winter

Boys Basketball
Girls Basketball
Boys Ice Hockey

Spring

Baseball
Golf
Boys Lacrosse
Girls Lacrosse
Softball
Boys Spring Track
Girls Spring Track
Boys Tennis

Bell Schedule - 2009-2010

Regular Day

7:50am	-	8:34	Period 1
8:38	-	9:22	Period 2
9:26	-	9:38	Homeroom
9:42	-	10:26	Period 3
10:30	-	11:14	Period 4
11:18	-	12:02	Period 5
12:06pm	-	12:50	Period 6
12:50	-	1:15	Break
1:19	-	2:03	Period 7
2:07	-	2:51	Period 8

Wednesday 1:39PM

7:50am-		8 :25	Period 1
8:29	-	9:04	Period 2
9:08	-	9:20	Homeroom
9:24	-	9:59	Period 3
10:03	-	10:38	Period 4
10:42	-	11:17	Period 5
11:21	-	11:56	Period 6
11:56	-	12:21	Break
12:25pm	-	1:00	Period 7
1:04	-	1:39	Period 8

1:00 PM Dismissal

7:50am	-	8:21	Period 1
8:25	-	8:56	Period 2
9:00	-	9:12	Homeroom
9:16	-	9:47	Period 3
9:51	-	10:22	Period 4
10:26	-	10:57	Period 5
11:01	-	11:32	Period 6
11:32	-	11:50	Break
11:54	-	12:25	Period 7
12:29pm	-	1:00	Period 8

Delayed Opening

9:30	-	10:02	Period 1
10:06	-	10:38	Period 2
10:42	-	10:54	Homeroom
10:58	-	11:30	Period 3
11:34	-	12:06	Period 4
12:10pm	-	12:42	Period 5
12:46	-	1:18	Period 6
1:18	-	1:39	Break
1:43	-	2:15	Period 7
2:19	-	2:51	Period 8