

## TABLE OF CONTENTS

Welcome.....	3	Title I Programs .....	18
Mission Statement.....	3	Transportation .....	18
<b>Part I. General Information .....</b>	<b>3</b>	Vehicles .....	18
History .....	3	Vending Machines .....	18
Student Handbooks .....	4	Visitors .....	18
Contractual Relationship .....	4	Princeton High School District #500	
Equal Educational Opportunities .....	4	Asbestos Management Plan.....	18
School Climate .....	4	<b>Part IV. School Expectations and</b>	
Class Schedules.....	5	<b>Guidelines .....</b>	<b>19</b>
Regular Schedule.....	5	Statement of Students' Rights and	
Homeroom Schedule.....	5	Responsibilities.....	19
½ Day Staff In-Service Schedule .....	5	Preamble.....	19
Late Start Schedule.....	5	Due Process .....	20
Early Dismissal Schedule .....	6	Student Attendance Policy General	
Activity Period.....	6	Information.....	20
Homerooms .....	6	Attendance Policy Procedures .....	20
<b>Part II. Academics/Guidance .....</b>	<b>6</b>	Early Release .....	20
Graduation Requirements .....	6	Determining Excused or Unexcused Absences.....	21
Grading Philosophy .....	7	Make-Up Work -- Excused Absences .....	21
Grading Scale.....	7	Unexcused Absences Are Given for .....	21
Guidance Services .....	7	Unexcused Absences .....	21
Academic Standing.....	8	Unexcused Absence From a Class .....	22
Class Rank .....	8	Unexcused Absence for a Full Day .....	22
Dropping or Adding a Course .....	8	Tardiness .....	22
Grade-Point Average.....	8	Vacations.....	22
Homeless Children .....	8	Appointments.....	22
Honor Roll.....	8	Truancy.....	22
Mid-Year Graduate .....	8	Permission to Leave Class.....	22
Parent-Teacher Communication .....	9	Permission to Leave School .....	23
Pass System.....	9	Discipline .....	23
Prairie State Achievement Exam.....	9	Discipline Philosophy.....	23
Procedures for Student Interviews by		Behavior Management Plan .....	23
Outside Agencies.....	9	Examples of Disciplinary Action.....	24
Service Learning Program.....	10	Search and Seizure .....	30
Special Needs Services.....	10	Smoking and the Use of Tobacco.....	30
Student Records .....	10	Bus Conduct.....	31
Student Scheduling .....	11	Level I Regulations.....	31
Tutorial Learning Center (T.L.C.).....	11	Level II Regulations .....	32
Valedictorian/Salutatorian .....	11	Disciplinary Response(s).....	32
<b>Part III. General Practices and Policies .....</b>	<b>12</b>	<b>Part V. Student Activities Code of Conduct .....</b>	<b>32</b>
At-Risk Students.....	12	Preamble.....	32
Bicycles .....	12	Philosophy .....	32
Book Bags/Backpacks/Coats .....	12	The North Central Illinois Conference	
Cafeteria .....	12	Extracurricular Responsibilities Relating	
Closed Campus .....	12	to Activities.....	33
Computer/Internet Usage Rules .....	13	The Student.....	33
Dance Request Form .....	14	General Behavioral Expectations .....	33
Emergency Procedures.....	14	Extracurricular Eligibility Grade Policy.....	34
English Language Learners.....	14	Time to Be in Attendance .....	34
Extracurricular Fee .....	15	Athletic Gear.....	34
Free and Reduced-Price Food Services .....	15	Substance Abuse Testing .....	34
Grievance Procedure.....	15	Substance Abuse Rules and Regulations .....	35
Health Service/Medications .....	16	Interscholastic Activities.....	35
Lockers and Locks.....	16	Substance Abuse Surveys.....	37
Physical Education.....	16	Emergency Numbers.....	37
Security Camera.....	16	Non-Emergency Numbers .....	37
Student and Family Privacy Rights.....	17	Miscellaneous Counseling.....	37
Surveys.....	17	Domestic Abuse.....	37
Student Fees .....	17	Other.....	37
Student IDs.....	17	Extracurricular Activities at Princeton	
Student of the Month .....	17	High School .....	37
Substance Abuse Testing .....	17	Princeton Fight Song .....	42
Telephones .....	17	Princeton Loyalty Song.....	42

**Princeton Township High School District # 500**  
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**Princeton, IL 61356**  
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Kirk Haring  
Superintendent

Barb Schmidt  
Principal

David Moore  
Athletic Director

Andy Berlinski  
Assistant Principal

### **WELCOME**

The faculty and administration would like to welcome you to a new school year at Princeton High School. There are many important things that every student should know about his/her school. This guide should help you become better acquainted with the organization and everyday operation of your school. It will also serve as your hallway pass. Princeton High School offers many opportunities to those students who want to become involved. We encourage you to take advantage of the clubs and activities as well as the academic challenges. The only limitations are your own determination to work and succeed. Our staff is here to make your educational experience productive and rewarding. You should take some time to familiarize yourself with your class schedule and the building before the first day of classes. We are proud of Princeton High School, our faculty, students, and record. With your help and involvement, P.H.S. will have another excellent year. We wish you enjoyment and success in the pursuit of your goals.

### **MISSION STATEMENT**

The mission of Princeton High School District #500 is to provide all students with opportunities and guidance to acquire the academic, technological, and life skills essential for responsible citizenship and to realize that learning is a life-long process in which they are expected to take responsibility. The programs to accomplish these goals will be provided in a safe environment that recognizes diversity and assures equitable treatment for all.

## **I. PART ONE: GENERAL INFORMATION**

### **HISTORY**

Princeton High School was established in the fall of 1867 as a classical boarding school and is said to have been the first township high school in the State of Illinois. Students from Princeton and the surrounding area studied such subjects as English, Latin, mathematics, history, and the sciences. The first class graduated in 1869.

Because of an increase in student population, the building was remodeled and enlarged in 1894 and again in 1908. Then, on December 15, 1924, P.H.S. was completely destroyed by fire.

Plans were made immediately for the construction of a new building. During the next year and one-half, school activities were carried on in the City Hall, the Post Office, and the Christian and Mission Covenant Churches.

The doors of the new school were opened September 27, 1926. The new building, 350 feet long and 100 feet wide, contained twenty classrooms; an auditorium seating 1,100; a library; a science lecture room; chemistry, physics and botanical laboratories; and a gymnasium.

During the summer of 1958, work began on a new addition and the remodeling of several classrooms in the main building to meet increased present and future enrollments. Facilities of the new addition included the following: a new English classroom, an art room, industrial arts classroom and shop, agriculture classroom and shop, cafeteria-study hall, and Prouty Gymnasium. Remodeling of the main building provided for expansion of the speech-English accommodations, expansion of the business education space, and a new library.

In 1970, a new facility was constructed at the south end of the campus to help alleviate the shortage of classrooms.

In the spring of 1985, Cherrie Science Addition was started which connected the 1926 building and the 1958 addition. This new facility was finished in 1986 with adequate space for science, special education, and drama as well as providing access to all areas of the school for the handicapped.

During the 1990s, two major projects were completed due to the generous contributions of our school community. An all weather track was completed on Bryant Field and was dedicated as the Frank and Marion Rathje Track in 1997. The Princeton High School Foundation raised over 1 million dollars to renovate the auditorium. The new Sally Skinner Council Auditorium was dedicated in November of 1999. Our school continues to grow and to improve with the generosity of our supportive community.

In the summer of 2003, an extensive renovation of the 1926 building was completed. Improvements included new classroom lighting, wiring, ventilation, walls, ceilings, and flooring. In the spring of 2004, work began on the renovation of the cafeteria, Prouty Gymnasium locker rooms, and the classrooms in the lower level. Once again, improvements were made in all aspects of the physical plant. Our newly remodeled, state-of-the-art cafeteria and kitchen are the capstone of the refurbishing.

In the fall of 2004, the classroom and Media Center (LRC) addition began with eight new classrooms, a new TLC, additional stairs, bathrooms and elevator. On the first floor, two Art classrooms with storage and an office were designed in what was once the library. The girls' locker room and PE offices were also improved. Our students will continue to benefit as our school marches into the future!

## STUDENT HANDBOOKS

The student will be issued a handbook at the beginning of the year. This handbook contains information concerning PHS and the student's daily life. **Also, the student handbook serves as each student's hallway pass when signed by his/her teacher. It is the student's responsibility to carry his/her handbook and to maintain it in a usable condition. Failure to have his/her student handbook may result in a disciplinary referral.** Replacement cost for the handbook is five (\$5.00) dollars.

## CONTRACTUAL RELATIONSHIP

This handbook is not intended to be all inclusive, nor does it intend to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and code of conduct. We recognize that from time to time questions may arise regarding the policies and regulations. Accordingly, if you have any questions or concerns, please feel free to call the school [875-3308].

## EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical and mental handicap or disability, economic and social condition, or actual or potential marital or parental status. Any student may file a grievance by using the uniform grievance procedure.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege or advantage; or be denied equal access to educational and extracurricular programs and activities.

## SCHOOL CLIMATE

Princeton High School's First Class Program was designed to improve the school climate. The program is structured around four principles that guide everyday school life. The principles are as follows:

- We treat each other and ourselves with dignity and respect, therefore creating a safe place to learn;
- We communicate in a caring and productive way;
- We keep our environment neat and clean;
- We show pride in our school and ourselves by promoting positive attitudes.

## CLASS SCHEDULES

### REGULAR SCHEDULE

8:00	-	9:25	BLOCK 1
<u>9:35</u>	-	<u>11:05</u>	<u>BLOCK 2</u>
11:05	-	11:45	LUNCH A
<u>11:45</u>	-	<u>1:10</u>	<u>BLOCK 3A</u>
11:10	-	12:00	BLOCK 3B
12:00	-	12:40	LUNCH B
<u>12:40</u>	-	<u>1:15</u>	<u>BLOCK 3B</u>
11:15	-	12:40	BLOCK 3C
<u>12:40</u>	-	<u>1:20</u>	<u>LUNCH C</u>
1:20	-	2:45	BLOCK 4
2:45	-	3:15	ACTIVITY PERIOD

### HOMEROOM SCHEDULE

8:00	-	9:20	BLOCK 1
9:30	-	9:45	HOMEROOM
<u>9:50</u>	-	<u>11:10</u>	<u>BLOCK 2</u>
11:10	-	11:50	A LUNCH
<u>11:55</u>	-	<u>1:15</u>	<u>BLOCK 3A</u>
11:15	-	12:05	BLOCK 3B
12:05	-	12:45	B LUNCH
<u>12:45</u>	-	<u>1:20</u>	<u>BLOCK 3B</u>
11:20	-	12:45	BLOCK 3C
<u>12:45</u>	-	<u>1:25</u>	<u>C LUNCH</u>
1:25	-	2:45	BLOCK 4

### ½ DAY STAFF IN-SERVICE SCHEDULE

BLOCK 1	8:00	-	8:50
BLOCK 2	9:00	-	9:50
BLOCK 3	10:00	-	10:50
BLOCK 4	11:00	-	11:50
STAFF IN-SERVICE	12:30	-	3:00

### LATE START SCHEDULE

9:00	-	10:10	BLOCK 1
<u>10:20</u>	-	<u>11:30</u>	<u>BLOCK 2</u>
11:30	-	12:10	LUNCH A
<u>12:10</u>	-	<u>1:20</u>	<u>BLOCK 3A</u>
11:35	-	12:15	BLOCK 3B
12:15	-	12:55	LUNCH B
<u>12:55</u>	-	<u>1:25</u>	<u>BLOCK 3B</u>
11:40	-	12:50	BLOCK 3C
<u>12:50</u>	-	<u>1:30</u>	<u>LUNCH C</u>
1:30	-	2:45	BLOCK 4

### EARLY DISMISSAL SCHEDULE

8:00	-	9:15	BLOCK 1
<u>9:25</u>	-	<u>10:40</u>	<u>BLOCK 2</u>
10:40	-	11:20	LUNCH A
<u>11:20</u>	-	<u>12:35</u>	<u>BLOCK 3A</u>
10:45	-	11:25	BLOCK 3B
11:25	-	12:05	LUNCH B
<u>12:05</u>	-	<u>12:40</u>	<u>BLOCK 3B</u>
10:50	-	12:05	BLOCK 3C
<u>12:05</u>	-	<u>12:45</u>	<u>LUNCH C</u>
12:45	-	2:00	BLOCK 4
2:00	-	3:30	STAFF DEVELOPMENT

### ACTIVITY PERIOD

An activity period has been scheduled daily for the purpose of allowing clubs and organizations to meet and for students to take care of school business before they leave for home. No attendance will be taken during the activity period and participation of students in clubs, organizations, and activities is voluntary. Students should use this time for their academic concerns such as talking to teachers, making up tests, etc. Interscholastic practice will be permitted to begin when school is dismissed and teams will be allowed to travel to out-of-town contests and meets during the activity period.

### HOMEROOMS

Homerooms will meet on Tuesday following first block and on an as-needed basis for special activities. Activities that may be conducted through the homeroom could include voting, registration, surveys or other school business. Attendance will be taken.

## PART II. ACADEMICS/GUIDANCE

### GRADUATION REQUIREMENTS

All of the following requirements must be met to graduate, to receive a diploma, and to participate in the graduation ceremony:

English	3 Credits
Mathematics	3 Credits
Science	2 Credits
Social Studies	2½ Credits
Consumer Economics	½ Credit
Speech	½ Credit
Health	½ Credit
Computer Literacy/Keyboarding	½ Credit
Physical Education	4 Credits
Music, Art, Foreign Language, Vocational Ed	2 Credits
Electives	9 Credits
Driver's Education	0 Credits
Total	27½ Credits

- **Students must have earned 24 contact hours in the Service Learning Program**
- **Juniors are required to be enrolled in a math course during Terms 1 and 2**

### GRADING PHILOSOPHY

#### **A Superior Achievement/Excellent Performance**

An "A" student will engage in class by demonstrating thorough and accurate understanding of the content and objectives of the course. An "A" student will demonstrate mastery of skills and/or concepts by doing exceptionally well on assignments, exams, and/or class projects and participation.

#### **B Substantial Achievement/Good Performance**

A "B" student will engage in class by demonstrating strong understanding of the content and objectives of the course. A "B" student will demonstrate knowledge of most skills and/or concepts by doing adequate work on assignments, exams, and/or class projects and participation.

#### **C Average Achievement/Standard Performance**

A "C" student will engage in class by demonstrating satisfactory understanding of the content and objectives of the course. A "C" student will demonstrate competency in some skills and/or concepts by doing adequate work on assignments, exams, and/or class projects and participation.

#### **D Marginal Achievement/Substandard Performance**

A "D" student will engage in class by demonstrating limited understanding of the content and objectives of the course. A "D" student will demonstrate competency in some skills and/or concepts by doing adequate work on assignments, exams, and/or class projects and participation.

#### **F Insufficient Achievement/Unsatisfactory Performance**

A "F" student will engage in class by demonstrating inadequate understanding of the content and objectives of the course. An "F" student will demonstrate lack of competency in skills and/or concepts by doing unacceptable work on assignments, exams, and/or class projects and participation.

### GRADING SCALE

GRADE		GRADE	G.P.A
A	100-93	A	4.0
A-	92-90	A-	3.66
B+	89-87	B+	3.33
B	86-83	B	3.00
B-	82-80	B-	2.66
C+	79-77	C+	2.33
C	76-73	C	2.00
C-	72-70	C-	1.66
D+	69-67	D+	1.33
D	66-63	D	1.00
D-	62-60	D-	0.66
F	59-0	F	0.00

\*\*percent calculated to the nearest 0.1

**If a student is failing in a subject, or even if he/she is not doing as well as he/she is capable of doing, a special report may be sent to the student's parents. This warning notice will give the reasons why a student is failing**

**and what he/she must do if he/she is to pass the course. A student must be passing three of four subjects to participate in extra-curricular activities.**

### **GUIDANCE SERVICES**

The Guidance offices are located in the main hallway on the second floor of the 1926 building across from Student Affairs. The primary function of these offices is to assist students in making educational, vocational and personal decisions. An assigned counselor will schedule every student for at least one conference a year.

If a student wishes to initiate a counselor visit, he/she may come before or after school, during lunch, or he/she may ask the classroom teacher for permission to go at the teacher's convenience. If a student has a personal emergency and needs a counselor, he/she may report directly to the guidance office.

A library of college, scholarship, and occupational information is maintained, and students are invited to browse through this material by making prior arrangements.

### **ACADEMIC STANDING**

All students who have attended fewer than eight semesters must enroll as a full-time student. Exceptions will be made for students who are under a medical doctor's care. All students will enroll in four classes each term. The following classification system will be used to determine academic standing:

- Sophomores must have six (6) credits by the first day of Term 1.
- Juniors must have thirteen (13) credits by the first day of Term 1.
- Seniors must have nineteen-and-a-half (19 ½) credits by the first day of Term 1.

All classes are designated as term classes. Classes meeting for one term will receive ½ credit and classes meeting for two terms will receive 1 credit. A term is nine (9) weeks in length. Status reports will be mailed home at the midpoint of each term.

### **CLASS RANK**

Class rank will be calculated at the conclusion of the second term in January and again at the end of the fourth term in June. No student will be included in the class rank until she/he has completed one term. Students who enroll at Princeton high School during the first fifteen (15) days of a term will be included in class rank. Students who enroll after the cutoff date will not be included in the class rank until they have completed the current term and the following term. All students will be included in the class rank except foreign exchange students.

### **DROPPING OR ADDING A COURSE**

Students are permitted to replace a course for academic reasons during the first three days of a new term. Any student who joins a class late is expected to complete all work that has been assigned.

If a student drops a two-term class at the end of the first term because of disinterest, he/she will not receive credit. The grade earned in a dropped class will be recorded on the student's transcript as a withdrawal grade. It is also included in computing the grade point average.

### **GRADE-POINT AVERAGE**

The grade-point average is computed at the end of each term. The grade-point average is based on all courses with the exception of Band, Chorus, Driver Education, and Physical Education.

### **HOMELESS CHILDREN**

The Board of Education has designated an appropriate staff person, Brian Church, who may also be a coordinator for other Federal Programs, as a local educational agency liaison for homeless children and youths.

### **HONOR ROLL**

Students receive High Honor Roll recognition by earning a minimum grade point average of 3.5 in their subjects. Students receive Honor Roll recognition by earning a minimum G.P.A. of 3.0 and having no grade less than a "C". Honor Rolls are acknowledged at the end of each term.

### **MID-YEAR GRADUATE**

Early graduates must meet the credit requirements of the class with which they entered high school. Students must submit a letter requesting early graduation no later than September 1st of the senior year. Planning for mid-year graduation should be done with the help of the student's guidance counselor.

Requirements of a Mid Year Graduate

- Students who wish to graduate mid-year must complete their service learning hours prior to the end of Term One.
- Students who wish to graduate mid-year may not complete correspondence courses in order to achieve mid-year graduation status.

- Students who wish to graduate at mid-year may not run for class officer or student council officer as they are one year terms.

After graduating early, a person may:

- participate in the following senior activities: senior awards ceremony and graduation
- compete for local, state, and national scholarships

After graduating early, a person may not:

- receive the diploma prior to graduation
- participate in school activities such as interscholastic or intramural sports, drama, band, choir, clubs, banquets, yearbook staffs or contests
- Attend school dances or activities as a student. However, he/she may attend as a guest of a current student if the established procedures are followed.
- participate as a speaker/soloist in the graduation

### **PARENT-TEACHER COMMUNICATION**

Communication between parent/guardian and school personnel is extremely important. If you have a concern or if a problem arises affecting your student, please follow the steps below to address the situation:

Step 1: Talk directly with the staff member who has knowledge of the problem.

Step 2: If you still have concerns after meeting with the appropriate staff member, please talk to your student's guidance counselor.

Step 3: If you are still unable to resolve the situation, please contact the Assistant Principal.

Step 4: If you are still unable to resolve the situation, please contact the Principal.

Step 5: If the problem has not been resolved after the preceding steps have been taken, please contact the Superintendent.

### **PASS SYSTEM**

In an effort to enhance your ability to obtain current Attendance and Grade information, Princeton High School has implemented a system through which parents and students can view Attendance and Grade information on the Internet. You will be issued an ID number and PIN number to access this information. Once the PIN has been established, you can access this information from the link found on the PHS home page, <http://www.phs-il.org>. If you chose not to use this system, please contact the school and we will remove your PIN number from the system. This information is being presented as a service to parents but should not replace student responsibility for his/her work. Ideally, the student should keep track of missing assignments, current grades, and attendance without parental intervention.

### **PRAIRIE STATE ACHIEVEMENT EXAM**

Beginning with the 2000-01 school year, each school district that operates a high school program for students in grades 9-12 shall annually administer the Prairie State Achievement Examination as set forth by the State Board of Education. The PSAE is the state achievement test for grade 11 public high school students. The purpose of this exam is to assess progress of students in meeting the Illinois Learning Standards. On Day 1, students take the ACT assessment. On Day 2, students are tested in areas developed by the State Board. **Test dates for the PSAE for 2009-2010 are April 28 and 29. The make-up exam dates are May 12 and 13.** Additional information will be sent home by mail during the school year. If you need any additional information, please contact the guidance office.

### **PROCEDURES FOR STUDENT INTERVIEWS BY OUTSIDE AGENCIES**

When students are to be interviewed by an outside agency at Princeton High School during school hours, these procedures will be followed:

- appropriate identification will be obtained from the interviewing agency;
- the purpose of the interview will be determined;
- if possible, a request to conduct the interview outside of school time will be made;
- proper administrative and/or counselor staff will be notified;
- a confidential location will be secured for the interview;
- the student will be contacted and asked if he/she would like to be interviewed at school;
- the student's parents will be contacted if appropriate or if a criminal investigation is taking place;
- an administrator or counselor will sit in on the interview;
- if appropriate, results of the interview will be reported to the proper member of the administrative team.

### **SERVICE LEARNING PROGRAM**

Service Learning is a service without pay to a non-profit organization, an individual, or group in need of assistance. The service must be for the benefit of others outside the school community.

A total of twenty-four (24) hours of service learning is a graduation requirement for all District #500 students. Students may earn service hours through community based service, school group/organization based service, and/or a major written research project.

A Service Learning Handbook is available to students and parents in the Student Affairs office. Freshmen and transfer students are given the Service Learning Handbook upon registration. An overview of the program with descriptions, procedures, and policies is explained in the Service Learning Handbook. The program coordinator is the Assistant Principal and can be contacted in Student Affairs.

### **SPECIAL NEEDS SERVICES**

Princeton High School offers a comprehensive spectrum of services to special needs students who receive services through their Individualized Education Plans. Delivery of services can include monitoring of academic progress, support and skill remediation in a resource room setting, placement in team-taught courses, and instructional courses that utilize modified curriculum and/or teaching methodology. Speech and language, as well as social work services, are offered through the Special Needs Department. It is the philosophy of the Special Needs Department to provide students with services and opportunities that enhance their learning and life skills.

#### **Low Incidence Special Education Programs**

These programs, which are available through Mid Central Association in Peoria, include visual impairment, hearing impairment, physical disabilities, multiple impairments, autism, traumatic brain injury, and other health impairments.

#### **504 Services**

Section 504 of the Americans with Disabilities Act provides for services to be delivered to students with mental, medical, or physical problems that have an impact on their education but do not meet criteria for any area of Special Education. This law specifies that schools are to make reasonable accommodations to help students be more successful in the academic area.

#### **Initiation of Services**

For more information or to determine eligibility in any area involving special needs, parents/guardians and/or students may contact the Special Needs Coordinator.

### **STUDENT RECORDS**

District #500 Board of Education has established a policy insuring the privacy of student educational records as required by federal and state law.

Your high school record is very important. Many high school students do not realize the significance of their high school record. Good grades are critical, but this is not the only important thing about your school record. Many employers are as concerned about other parts of your record as they are about grades. All colleges and universities require a transcript of your high school record before admission, and some employers want a transcript of your high school record before you are employed. You have access to the information in your school records. Illinois School Student Records Act (Ch. 122, Art.50, Ill. Rev. Sats. 1975), and you and your parents control the dissemination of the contents. Any questions concerning the above information may be directed to the Guidance Office.

Student records are broken into two parts: the permanent record, which is kept for at least 60 years; and the temporary record, which must be destroyed five years after the student's class graduates. These two parts of the record contain different types of information.

Permanent records include the following information:

- Basic identifying information (e.g. name, address, social security information)
- Scholastic record
- Attendance record
- College entrance test scores (e.g., ACT, SAT)
- Additional academic programs
- Health record

Temporary records include the following information:

- Social history
- Achievement test scores
- Aptitude test scores
- Temporary health information
- Psychological and social work summary
- Special education reports
- Court and legal documents
- Student special services contact sheet
- Senior activity sheet
- Student description form

The right to inspect and copy student education records (both permanent and temporary) is allowed to parents or guardians of students under the age of 18.

All school records are maintained under the student's legal name. A name may be changed on school records only by a court order.

Princeton High School adheres to the following record destruction schedule:

- A. Permanent records are destroyed 60 years after a student has left the district.
- B. Temporary records are destroyed 5 years after a student's class has graduated.

Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the school records, exclusive of academic grades.

### **STUDENT SCHEDULING**

Class sizes will be balanced by teacher and section capacity. Students are not allowed to choose their teachers or to switch from one teacher to another of the same subject. Students should take courses in the order recommended in the curriculum guide. The guidance department must approve any deviation from the recommendations in the curriculum guide.

### **TUTORIAL LEARNING CENTER (T.L.C.)**

Tutorial assistance is available to any P.H.S. student. The TLC is located on the second floor next to the Learning Resource Center in room 200-B. The goal of the T.L.C. is to help students attain their academic potential. Programs and services may include developing study skills strategies, tutoring in content areas, peer-tutoring sessions, and writing assistance. A variety of study aids, certified personnel, subject materials, and the adjacent computer lab are available to the students using the Center. Students are encouraged to make appointments and requests for assistance in the TLC during the regular school day. This area is also utilized by both staff and students as a place for students to make up homework, quizzes, and tests. Students must have a signed pass to enter the TLC and are expected to sign in upon their arrival. **Hours are generally Monday-Friday, 7:30 AM to 3:30 PM. Additional hours can be arranged.**

### **VALEDICTORIAN/SALUTATORIAN**

The valedictorian, salutatorian, and top ten students will be named at the completion of the third term of a graduating class' senior year. Grade-point averages will be recalculated at that time to determine student eligibility for graduation honors.

## **PART III. - GENERAL PRACTICES AND POLICIES**

### **AT-RISK STUDENTS**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-Teacher Conferences
- Counseling Services by social works and/or guidance counselors
- Counseling Services by psychologists
- Psychological Testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law
- Graduation incentives program

### **BICYCLES**

Students are asked to park their bikes behind the school in the bike rack. **PLEASE, LOCK YOUR BIKE!**

### **BOOK BAGS/BACKPACKS/COATS**

Students are required to store book bags in their lockers upon arrival at school. Jackets, coats, and other outerwear must be left in the student's locker when he/she arrives at school. Failure to comply may result in a disciplinary referral.

## CAFETERIA

The cafeteria is located in the Prouty Gymnasium building. It serves a well-balanced meal every day for a nominal fee. The cafeteria staff uses a bar code system on the backside of the student's ID to purchase food and/or drink. **All food and drink must be eaten in the cafeteria.** Failure to do so may result in a disciplinary referral. However, if students are responsible for their trash, they will be allowed to enjoy food and drink in the hallways **prior to the start of the school day.** The administration reserves the right to remove this privilege at any time.

**No food or drink is to be taken into the cafeteria serving area.** If students have either one of these, the students are to leave them on their table or put them on the unused tray by the register. Students who bring food or drink into the serving area will be charged if cafeteria sells the same item.

The Student ID is required in the PHS cafeteria to purchase food and/or drink. Students who do not have their ID will be refused service. Replacement cost for the ID card is five (\$5.00) dollars.

Students who pay with a twenty dollar bill or higher will have their change applied to their account.

Princeton High School participates in the National School Free and Reduced Price Lunch Program. Applications are available in the Main Office.

## CLOSED CAMPUS

The campus is closed for all students during the school day. Students who need to leave campus must obtain permission from the Student Affairs Office. Freshmen, Sophomores, and Juniors are required to stay on campus during their 40-minute lunch period. These students may not exit the building at any time. Seniors may leave campus during their lunch provided that they meet the following criteria:

1. Achieve in the meets or exceeds category on all components of the Prairie State Achievement Exam or earn 27 hours of Test Prep per the Senior Lanyard Policy
2. Have enough credits to be considered a Senior
3. Wear a school provided lanyard
4. Have no unexcused absences
5. Have no referral for closed campus violation
6. Have no internal or external suspensions
7. Not be off-campus with any other student who does not have a valid lanyard and share the lanyard with any other student
8. Have fewer than three (3) detentions during the fourth term of their junior year

During Senior Year, the Open Campus privilege will be revoked if the above criteria are not maintained. Students will be required to sign a letter at registration stating they understand the rules and consequences for failure to follow the rules.

The Principal and the Assistant Principal have the authority to waive or modify any of the above criteria on an individual basis.

Any student who is attending Princeton High School beyond four years will not be eligible for Off-Campus Privileges.

## COMPUTER/INTERNET USAGE RULES

### General:

- No food or drinks in computer areas
- Computer usage is limited to software listed under Programs.
- Computer usage is limited to educational concerns. Failure to comply may result in disciplinary action on the part of the instructor or administration.

### Internet Usage:

Princeton High School has the ability to enhance the student's education through the use of computer technology and access to the Internet.

The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote educational excellence by facilitating the efficient use of technology including resource sharing, innovation and communication.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students may have access to:

- limited electronic mail connections with people all over the world;
- information from government sources, research institutions, and other sources;
- many libraries, including the catalog to the Library of Congress and the Educational Resources Information Clearinghouse [ERIC].

Each student who utilizes the District's computer technology will adhere to the following Internet guidelines which have been established by the district:

- No chatting

- No game playing
- No message sending
- No e-mail, unless requested by your instructor during your class. Personal e-mail is permitted only before and after school in supervised areas. Internet access only when instructed by your teacher. **Electronic communications and downloaded material may be monitored or read by school officials. These communications can be confiscated by school officials, and appropriate disciplinary action will be taken if any material violates school policy and expectations.**

- Additional guidelines may be set by the classroom instructor

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Princeton High School. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material
2. To transmit obscene, abusive, sexually explicit, or threatening language
3. To violate any local, state, or federal statute
4. To vandalize, damage, or disable the property of another individual or organization
5. To access another individual's materials, information, or files without permission
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission
7. Do not attempt to undermine school security measures

Any violation of District policy and rules may result in loss of District-provided access to the Internet and Network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. Even on a regulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent[s] or guardian[s] are responsible for setting and conveying the standards that their student should follow. To that end, the School District supports and respects each family's right to authorize Internet access.

Accordingly please read and discuss the responsibility for Internet access guidelines with the student. The Internet is potentially a valuable educational tool. Students and their parents/guardians who do not wish to use this technology must contact the principal to sign a waiver form.

### **DANCE REQUEST FORM**

Any student requesting to bring a date who is not a PHS student must have completed and returned this form to Student Affairs **one week prior to the event**. This form requires the signature of the principal or administrator of the guest's school. The minimum grade level for all guests is the ninth grade. The maximum age of any guest allowed to attend will be twenty (20) years-old. Guests not in school must complete the employer information. All PHS rules apply at school social functions. The PHS student must inform and ensure the guest's compliance to these rules. The guest must have photo identification in his/her possession at all times. Failure to follow the above policy and procedures will result in the guest not being admitted into the function.

### **EMERGENCY PROCEDURES**

#### **FIRE DRILLS**

There is a state law requiring each school to have a fire drill at least three times per year. Princeton High School is equipped with a modern fire alarm system, which may be operated from the corridor or from the main office.

As soon as the fire alarm gives the signal for a fire drill, students should leave the classroom in an orderly manner, walking rapidly, but not running. The first teacher or student at each exit should hold the door open. Students who leave the building first should continue beyond the exit so that they will be a safe distance from the school.

#### **TORNADO DRILLS**

Tornado drills are conducted each March to familiarize the student body with procedures to be followed in the event of a violent storm. The warning is a series of short rings followed by an announcement from the office. Students should report to their assigned areas, stay away from windows and doors, and sit on the floor facing a wall. The signal to return to the classroom will be the regular bell.

### **ENGLISH LANGUAGE LEARNERS**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are

expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### **EXTRACURRICULAR FEE**

Princeton High School charges an annual extracurricular participation fee. This fee covers participation in athletics, music, drama, and other extracurricular activities that involve competition or performance.

If a family needs extra time to pay the fee or needs to have the fee waived because of financial difficulties, please contact the Principal.

### **FREE AND REDUCED-PRICE FOOD SERVICES**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

#### Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

### **GRIEVANCE PROCEDURE**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act;
5. Title VI of the Civil Rights Act;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act);
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act;
11. Illinois Equal Pay Act of 2003;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### **HEALTH SERVICE/MEDICATIONS**

The Student Health Service room is located on the third floor of the 1926 building across from room 308. It is equipped with first aid materials. A sick or injured student must first report to the Student Affairs Office. If the student is not able to continue in school after one period, arrangements should be made with the Student Affairs Office for the student to be taken home. Students should report all injuries to the teacher in charge of the activity.

It is the policy of Princeton High School that as a normal and regular practice medication should not be administered to a student at school or when a student is involved in school activities. Students requiring medication will need to submit a Princeton High School Medication Authorization Form completed by a licensed doctor and signed by a parent/guardian, along with the medication in the original container from the pharmacy. The student may then self-administer the medication under the supervision of school personnel in the Main Office. Students are not allowed to keep any medication (other than an inhaler) in any place other than the Main Office. Students may carry and use asthma inhalers as prescribed by their physician. The inhaler needs to be labeled with the student's name, and the student is solely responsible for keeping it in their possession at all times. A medication form is to be completed, signed by the physician and parent, and kept on record in the Main Office. Asthma action plans are recommended for students with asthma. Medication forms are available in the Main Office.

### **LOCKERS AND LOCKS**

Lockers are assigned to each student during fall registration. **Lockers are to remain locked at all times and students should keep their locker combination confidential. Students are NOT to share lockers or to use lockers not assigned to them.** Students are not to deface the inside or the outside of their lockers. Locker assignments will not be changed without authorization from the Student Affairs Office. Students will also be assigned a P.E. locker. Only locks approved by Princeton High School may be used for P.E. lockers. The approved locks may be purchased in Student Affairs. Failure to comply with the above guidelines may result in disciplinary action.

### **PHYSICAL EDUCATION**

Students are required to dress in the official physical education uniform on a daily basis. P.E. uniforms are available at cost in Student Affairs. Daily participation is necessary for credit to be granted for graduation. Failure to regularly dress and participate in activities may result in loss of credit and/or in disciplinary action.

Waivers from physical education are available for junior or senior students who meet any of the following requirements:

1. Participate in a varsity winter sport, multiple varsity sports, or the marching band.
2. Lack sufficient course credits of one or more courses in order to meet state and/or local graduation requirements.
3. Need a specific course to enter a specific college or university program.

Waiver forms are available from the Director of Guidance. Waivers may also be granted for religious or medical reasons. All waivers will be considered on a case by case basis.

Students medically excused from physical education may not participate in extracurricular sports, cheerleading or pom-poms.

### **SECURITY CAMERA**

The school utilizes a time-lapse video recording system to provide campus security on a 24-hour basis. The security camera is located on the top of the Prouty Gymnasium building. The main entrances to the building are also monitored by video. Students and visitors must be buzzed into the building to enter from main entrance. Any behavior captured via the security camera is subject to appropriate school consequences as well as police notification.

### **STUDENT AND FAMILY PRIVACY RIGHTS**

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys,

regardless of whether the student answering the questions can be identified and regardless of who created the survey.

## **STUDENT FEES**

### Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq. ; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code

## **STUDENT IDs**

The Student ID received by the student at the beginning of the year is non-transferable. The ID card must be carried by all students while at school to provide identification. Failure to do so may result in a disciplinary referral. Also, the ID is required in the PHS cafeteria to purchase food and/or drink. Students must also present their ID to staff members when asked. Failure to do so will result in a disciplinary referral. Replacement cost for the ID card is five (\$5.00) dollars.

The Student ID must be presented for admission to all athletic contests, school plays, school music programs, assemblies, etc. The ID card will not be honored at IHSA post season activities or certain tournaments.

## **STUDENT OF THE MONTH**

Any student recognized as "Student-of-the-Month" will be rewarded by having a reserved parking spot and being recognized at the Board of Education meeting. In the past, local businesses and vendors have provided the recipients with coupons and/or awards.

## **SUBSTANCE ABUSE TESTING**

Princeton High School will conduct a substance abuse testing program for students involved in certain extracurricular activities that involve performance and/or competition (also see pages 30 through 32).

Any student who is not involved in these activities may be enrolled in this program at the request of a parent or guardian. Interested persons are asked to call the high school at 875-3308 for details.

## **TELEPHONES**

A courtesy phone is located in the hall of the second floor main building for local calls. The courtesy phone may be used before and after school. A student phone is also located in Student Affairs. It may be used with permission during the school day.

## **TITLE I PROGRAMS**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

## TRANSPORTATION

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

## VEHICLES

Students who drive cars must register their car at the beginning of each school year if they wish to purchase a parking spot in the North Parking Lot. Registrations are completed at the time books are distributed. **Student parking, in the school lot at the corner of Central and Euclid, is for those students who have paid the \$50 fee and have been given parking tags.** (Portions of the northwest area of the lot are for staff. Portions of the northeast area of the lot are for students.) **Parking in front of the building, between the posted signs, is for the use of visitors and regulated by city ordinance. Other designated spots are visibly marked around the school and are also regulated by city ordinance. Vehicles in violation may be ticketed and towed by city authorities.**

## VENDING MACHINES

Vending machines are located in the cafeteria and locker rooms as a courtesy/privilege and can be turned off. Students are responsible for keeping all areas free of pop and candy wrappers. Garbage cans are located throughout the building for your convenience. The machines will be available before and after school.

## VISITORS

Visitors are welcome at Princeton High School. Visitor-parking spaces are available in front of the school along Euclid Avenue. Visitors may enter the school through the main entrance by buzzing the office. All visitors **MUST** report to the main office for an identification pass.

Students who wish to bring a guest should make arrangements in advance in the Student Affairs Office. Permission will not be granted for visitors for non-educational purposes or for those who have not made arrangements in advance.

## PRINCETON HIGH SCHOOL DISTRICT #500 ASBESTOS MANAGEMENT PLAN

Our inspection was conducted during the 1988-89 school year. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Management Plan is available for public review in the Building Maintenance Office.

## IV. SCHOOL EXPECTATIONS AND GUIDELINES

### STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES

#### PREAMBLE

A primary responsibility of Princeton High School and its professional staff is the development in the students of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The courts have stated that students also have the rights of citizenship as delineated in the United States Constitution and its amendments, and these rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech, expression, and religion. In the school setting this restriction on state action limits the manner and extent to which schools may limit the speech and expression of students. In order to effectively regulate First Amendment rights, school authorities must show that the failure to regulate would create a material and substantial disruption of schoolwork and discipline.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program.

The principal and his delegates are authorized by statute to suspend students for cause. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

Nothing in this statement of rights shall be held to limit the due process rights of educators or non-certified school employees.

Following are some rights guaranteed students of Princeton High School:

1. Students will be given a handbook at the beginning of the school year. The handbook will contain the rules and regulations of the school and a description of general behavior expected them.
2. Students have the right to form clubs and organizations approved by the administration. The best interest of the student body shall be the basic governing principle of these clubs and organization. Students who meet the requirements of an organization or activity have the right to participate in that organization or activity.
3. Princeton High School shall have an elective and representative Student Council that shall be elected annually as prescribed by the constitution of the Student Council.
4. Lockers will be provided for all students. Since lockers are furnished by the school, the locker can be searched at any time by school officials.
5. Student's property shall not be confiscated permanently unless required by law, or deemed harmful and disruptive by the proper school authority.
6. No one shall be subjected to arbitrary or unreasonable detention, suspension, or expulsion.
7. Students have the right to know the contents of their file.
8. Married students shall not be denied their right to an education. Pregnancy, in itself, shall not deny a student the right to an education, except in those programs or activities where there is a concern for the health and safety of the mother and the unborn child.
9. Students have the right to publish responsible ideas and opinions in the school newspaper.
10. Students have the right to wear political buttons, armbands, or any other badges of symbolic expression deemed non-disruptive, non-gang related, and in good taste by the proper school authority.

Students must assume certain responsibilities along with the said rights. These responsibilities are in accordance with all regulations designated by school administration and faculty. Community regulations must also be abided by in order for the school and community to function jointly.

### **DUE PROCESS**

The underlying concept, understood by almost every American, is one of fairness, a fair hearing, a fair trial, a fair judgment. Every citizen needs to know that the government is not permitted to be arbitrary, and that she/he will have a fair opportunity to have his/her side of a controversy openly considered. Every citizen is guaranteed this right of due process which may be defined as a course of legal proceedings in accordance with the rules and principals established for the enforcement and protection of individual rights.

It is due process that assures the preservation of private rights against government encroachment. Therefore, a principal, representing authority in the school must be careful to ensure due process to his students just as he himself expects to be protected from arbitrary tactics on the part of the police or courts.

To further this idea, students at Princeton High School must have personal knowledge of any charges against them. He/she must have an opportunity to be heard and to answer the evidence or witnesses against him/her. He/she must also have an opportunity to show the rules or laws being applied to him/her are unreasonable, arbitrary, discriminatory, or too vague to be enforceable.

The U.S. Supreme Court has made it clear by its recent decisions that school officials have the obligation to afford the protection of the Bill of Rights and of the 14th Amendment to all with whom they deal, regardless of age. Therefore, in accordance with the supreme law of the land, the constitutional rights of all students will be protected, especially those of due process and equal protection of the law.

## **STUDENT ATTENDANCE POLICY GENERAL INFORMATION**

### **Philosophy**

Princeton High School's educational program is founded on the premise that regular school attendance is vital to the success of each student. Seeing that a student maintains regular attendance requires a cooperative effort between the student, the parent[s] or guardian[s], and school personnel. While written assignments and tests may be made up, the student who is frequently absent misses social interaction, class instruction and discussion that is critical to the educational process.

### **Expectations**

Princeton High School expects parents or guardians to make reasonable efforts to ensure the regular attendance of their school children, consistent with Article 26 of the Illinois School Code, and to inform the school of any absences and their causes. The school will monitor each student's attendance and inform parents or guardians of any attendance problems.

## **ATTENDANCE POLICY PROCEDURES**

In the event that it is necessary to report your student absent, you should:

- 1] Call the Student Affairs Office [875-3308 ext. 230] between 7:30 a.m. and 10:00 a.m. The school's voice mail will accept absence calls prior to 7:30 a.m. to report your student's absence.
- 2] When you call, you will be expected to:
  - A. Leave your student's name,
  - B. leave your name,
  - C. the reason for the absence,
  - D. a phone number where you may be reached during the school day.
- 3] **NO NOTES** will be accepted for a student's absence unless the parent/guardian does not have access to a phone.
- 4] Students returning to school during the school day must report immediately to the Student Affairs Office. Failure to report may result in a disciplinary referral.

## **EARLY RELEASE**

Should it become necessary for a student to be released from school prior to the end of the school day, the parent or guardian must call prior to the student's release time. The student will be required to report to the Student Affairs Office for an early release pass to be presented to his or her teacher at the time of departure and **MUST** sign out in the office prior to leaving the building. Failure to do so may result in a disciplinary referral.

## **DETERMINING EXCUSED OR UNEXCUSED ABSENCES**

The administration will decide whether a student is to receive an excused or unexcused absence regardless of the parent's approval of their child's absence.

In compliance with Illinois School Code Section 26-2A, the following reasons are considered valid reasons for an EXCUSED ABSENCES:

1. Personal Illness \*
2. Observance of a religious holiday
3. Serious Illness and/or death in the immediate family
4. Family emergency
5. Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student as determined by the school administrator
6. In-school Opportunity
7. Medical and dental appointments
8. Approved school activities
9. Other situations approved by the school administration.

\* The school may request parents and guardians to present medical documentation of physical and/or emotional conditions that result in a student's absence. Verification must be presented within three [3] school days of the absence.

Excused absences require that the student make up any work missed. It is the responsibility of the student to see that work is made up.

## **MAKE-UP WORK -- EXCUSED ABSENCES**

Upon returning to school after an excused absence, it is the student's responsibility to see his or her teachers for any make-up work. The student will be allowed one day for each day absent to make up the work for up to three school days. Students absent for more than three (3) school days should consult with their teachers and the number of days for make-up work should be handled on a case by case basis.

## **UNEXCUSED ABSENCES ARE GIVEN FOR:**

1. Oversleeping
2. Shopping
3. Unexplained "personal reasons"
4. Unexplained "appointments"
5. Missing the bus
6. Car trouble
7. Driver's license test
8. Baby sitting
9. Hair appointments
10. Attendance at sporting events not related to school
11. Working

12. Senior pictures or other pictures
13. Other situations not approved by the school administration as an excused absence

### **UNEXCUSED ABSENCES**

It is critical to the educational process that each student be present for instruction and actively participate in class activities. Each teacher's grading system includes a component measuring class attendance and participation as a factor in determining the student's semester grade. Each student is accountable for his or her grade through his or her effort, attendance, punctuality and participation. Consequently, an unexcused absence may have an adverse effect on the student's grade.

#### **UNEXCUSED ABSENCE FROM A CLASS**

One two-hour detention for each class missed.

#### **UNEXCUSED ABSENCE FOR A FULL DAY**

First Offense: Saturday School

Second Offense: In School Opportunity

### **TARDINESS**

Students are expected to be in their 1st Block and subsequent classes when the tardy bell rings. Students who arrive more than five (5) minutes late for class **MUST** report to the Student Affairs Office. Students arriving more than five minutes late for class will receive a detention and not be permitted to make up all work missed.

Consequences-Excessive Tardiness Repeated and excessive tardiness will result in the following consequences:

#### Third Tardy Notice

Teacher issues a written referral to the student, parent, and the Student Affairs office. Student will be issued one (1) detention for the third tardy.

#### Sixth Tardy Notice

Teacher issues a written referral to the student, parent, and office.

Student will be issued two (2) detentions for the sixth tardy and initiates parental contact.

\* The accumulation of tardy notices and consequences for tardiness is cumulative throughout the term.

### **VACATIONS**

Vacations during the school year are discouraged. Vacations taken during the school year hinder instructional continuity and may be harmful to the student's educational development. A student who takes a vacation during the year or extends school vacations may jeopardize his/her academic achievement.

Should a family choose to remove their child from school for a vacation during the school year, an "**Anticipated Absence Form**" must be completed at least two (2) school days prior to departure. The anticipated absence form will notify each teacher of the planned absence and allow the student to receive their assignments in advance for the school days missed. The absolute maximum of school days that will be excused for vacation purposes during the school year is three (3) school days. These can be used to support and attend state competition as a spectator.

### **APPOINTMENTS**

Appointments should be scheduled whenever possible before and after school. Students have no scheduled study halls; therefore, every appointment will be cause for loss of classroom instruction. Students must sign out when leaving PHS and sign in on their arrival. Failure to comply may result in a disciplinary referral.

### **TRUANCY**

A student shall be considered truant if he/she is absent without valid cause [an unexcused absence] for a school day or a portion thereof, as defined by Section 26-2a of the Illinois School Code.

Students who are absent without valid cause [unexcused absences] for 10% or more of the previous 180 regular attendance days, per Section 26-2a of the Illinois School Code, will be referred to the Bureau County Truant Official for appropriate action and these absences may result in the student receiving failing grades. In addition, students who exceed 10% or more within a given term will be required to provide a doctor's note in order for any additional absences to be considered excused.

### **PERMISSION TO LEAVE CLASS**

**Students will not be excused from class except when it is absolutely necessary. Students are to present their teacher with his/her school handbook to be used as their pass.** Students who become ill will be sent to Student Affairs and contact will be made with their parent or guardian. Failure to comply may result in a disciplinary referral.

## PERMISSION TO LEAVE SCHOOL

Students may not leave the building or grounds during school hours without permission from the Student Affairs Office. If a student becomes ill during the school day and wants to leave PHS, he/she **MUST** report to the Student Affairs Office. The parent or guardian will be contacted before the ill student is excused to go home and the Student Affairs Office will assist in arranging for transportation. Seniors may leave campus during their assigned lunch hour if they meet the criteria printed on Page 9 of this handbook regarding Closed Campus. Failure to comply may result in a disciplinary referral.

## DISCIPLINE

Students have a right to a safe orderly learning environment. The guidelines set forth in this handbook help to ensure that students experience such an environment. Any disruption to the learning environment will not be tolerated as it prohibits other students from learning. As a community of life-long learners, we accept that students will occasionally make mistake and we hope that by accepting their mistakes and serving any consequences for those mistakes, students will learn and mature. Our goal is to produce responsible young adults who are able to think for themselves and become productive members of society. To that end, we strive to maintain a fair and expedient process for handling any misconduct or disruptions to the learning process.

### DISCIPLINE PHILOSOPHY

1. The purpose of discipline is to correct an act or situation and not to punish an individual.
  2. Parents must share the responsibility for discipline with the school.
  3. The most effective discipline is that of the classroom teacher.
- Many types of discipline are used in an attempt to correct a situation. These could range from conference with the student to expulsion from school. Parents will always be notified of any disciplinary action.

### BEHAVIOR MANAGEMENT PLAN

The Princeton High School Behavior Management Plan has been developed by a committee consisting of students, parents, community members, teachers, and administration, and has been approved by the Board of Education. The plan is designed to outline the school's expectations for student conduct and the various consequences that may be applied in instances of student misbehavior.

While this booklet describes policies of student behavior and discipline, it cannot be effective without your support and cooperation. Accordingly, the staff always welcomes concerns that you might have about this policy. We believe that this policy provides a unified approach to conduct and discipline which is in the best interest of all of the students of our school. With your help, this policy will be successful in creating a positive learning environment for our school.

All school rules apply to Princeton High School students while in the school building, on school grounds, on a school bus, at a bus stop, on any school-sponsored trip, excursion, event, or field trip, in any building or grounds belonging to District #500, during any extra-curricular activities, anywhere during school hours, or any other place or event that bears a reasonable relationship to the District. A student may be disciplined by the school administration for any offense committed by the student which in any way can be considered school-related, whether or not on school grounds or during the school day or term.

#### Behavioral Referrals

Students will be issued a behavioral referral for acts of misconduct as defined by each teacher's classroom management plan and/or the PHS Behavior Management Plan. The teacher's behavior management plan is included as part of the course syllabus distributed by each teacher at the beginning of the school term. When a referral is issued by a classroom teacher, the teacher will contact the parent by telephone and inform the parent of the disciplinary problem. Every effort will be made to contact the parent at home. However, parents will be contacted at work if necessary.

### EXAMPLES OF DISCIPLINARY ACTION:

1. **Classroom Detentions** may be assigned by teachers as a part of their classroom management plan. All classroom detentions will be documents on all behavioral referrals assigned to the student by the teacher. Classroom detentions will be served with the teacher assigning the detention.
2. **Detentions** may be assigned by the administration for minor behavior and attendance problems. Failure to serve any detentions will result in it being doubled.
  - A. Detention will be held from **6:55 a.m. until 7:55 a.m. or from 3:00 p.m. until 5:00 p.m. each Wednesday.**
  - B. There will be no talking in detention. Any student talking is to be dismissed by the teacher and will be considered as not having served the detention.
  - C. Students not reporting for detention prior to 6:55 a.m. or 3:00 p.m. will be refused entrance and considered as not having served the detention.
  - D. Students will be expected to bring material for studying or reading.

- E. Students will not be allowed to sleep in detention and will be dismissed if they do so. They will be considered as not having served the detention.
  - F. There will usually be no valid excuses for missing detention, including work, athletics, games or meetings. If a student misses detention because of illness, they are to make-up detention on the next detention date scheduled.
  - G. A student who is unexcused for missing detention or has been refused entrance because of the above violations will be assigned two additional detentions and must serve them.
  - H. Students are responsible for their own ride home after detention.
3. **Saturday School** is assigned when a student accumulates four (4) detentions or skips a day of school.
    - A. **Saturday School will be held from 8:00 a.m. to 12:00 p.m.** Students will enter the building through the **Main 1926 Building** entrance.
    - B. **Any student who is removed from Saturday School for infraction of the rules, or fails to show up, may receive an In-School Opportunity the following week. If a student is unable to attend a Saturday School due to an unforeseen event, they must notify the school by calling 875-3308.**
    - C. Transportation to and from Saturday School is the responsibility of the student.
  4. **Parent Conferences** may be scheduled to try and develop plans for solving inappropriate attendance patterns and/or behavior problems.
  5. **Attendance and/or discipline contracts** will be used to set guidelines for individual students with consequences for his/her actions clearly indicated. Contracts will be signed by the student and a school representative. A copy of the contract will be sent to the parents and the Assistant Principal.
  6. **In-School Opportunities** will be assigned to students as a consequence which removes him/her from the social aspects of the school environment without involving an out of school suspension. A student on In-School Opportunity reports to Student Affairs office before first block and remains isolated during the school day. It is the student's responsibility to collect his/her work from his/her teachers ahead of time for the assigned day. The student may receive credit for work accomplished during the time spent on In-School Opportunity. Failure to serve one day of ISO will result in the student being required to serve two days of ISO.
  7. **Out of School Suspensions** from one to ten days in length will be used for major infractions and frequently repeated minor infractions. Students will be given an opportunity to make-up work missed during the suspension. Suspended students are not to be on school grounds, and they may not participate in any school-sponsored activities during the period of suspension.
  8. **Restitution** may be required for damage to property.
  9. A referral to law enforcement officials for prosecution may occur in addition to school consequences when the situation merits police action.

Inappropriate behavior and rules violations may be considered Code of conduct violations in accordance with the philosophy and purpose of the Student Activities Code of Conduct.

#### Suspension - Parental Rights

The Superintendent, Principal, or Assistant Principal is authorized to suspend pupils for up to ten (10) school days. The Board of Education may suspend a student guilty of gross disobedience or misconduct on a school bus in excess of ten days for safety reasons. Any suspension shall be reported as rapidly as possible to the parents or guardians of such pupil, along with a full statement of the reasons for the suspension and the notice of their right to review. Upon request of the parents or guardians, the school board or a hearing officer appointed by it shall review the action taken by the administration. At such review, the parents and guardians of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is utilized, the hearing officer shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate.

#### Expulsion

The school board is authorized to expel students for acts as determined by this handbook, by a behavior contract or by the board to constitute gross disobedience or misconduct, for a definite period of time not to exceed two calendar years. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting of the school board or with a hearing officer appointed by the board to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. Other procedural protections shall include: the right to counsel (at the parents' or guardians' own expense), an opportunity to present witnesses, and an opportunity to question the school district's witnesses. The board, upon conclusion of the hearing or upon receipt of a written summary of the evidence of the hearing officer, may take such action as it finds appropriate.

The following examples of violations of high school and District rules and the corresponding levels of discipline are for illustrative purposes only and in no way limit the administration's ability to impose appropriate disciplinary measures. The high school administration reserves the right to take appropriate disciplinary action, including recommendation to the Board of Education for expulsion, as needed on a case by case basis.

**Failure to serve assigned detention**

Time will be doubled and reassigned

**Food/drink in the classroom**

All food and drink should be confined to the cafeteria or foods rooms from 8:00 a.m – 2:45 p.m.

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Four hour Saturday School

**Failure to serve four (4) hour Saturday School**

One day of In-School Opportunity

**Failure to serve one day of In-School Opportunity**

- 1<sup>st</sup> Offense: Two days of In-School Opportunity
- 2<sup>nd</sup> Offense: One day of Out of School Suspension
- 3<sup>rd</sup> Offense: Three days of Out of School Suspension

**Off-Campus during school day without permission**

Truancy, appropriate attendance consequences will apply. If the student is a fourth term Junior, he/she will not be eligible for off campus privilege as a senior.

**Violating transportation policy re: Area Vocational Center**

- 1<sup>st</sup> Offense: Four hour Saturday School; parent notification
- 2<sup>nd</sup> Offense: Withdrawal/failing from program; assignment to TLC for the class period(s).

**Dress and Grooming**

Students are expected to present an appearance that does not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, constitute a health or safety hazard, or violate civil law. Dress and/or grooming which is not in accord with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Such clothing or jewelry includes but is not limited to:

- Advertises drugs, tobacco, or alcohol; (hemp, or hemp-like, mushrooms, Camel cigarettes, Miller Beer, for example)
- Symbolizes gangs or Satan worship;
- Contains profanity, sexual innuendoes, or obscenity. (Hooters, Co-ed Naked, for example)
- Tank tops, fishnet clothing, halter-tops, spaghetti strap tops, tube tops, low-rise pants, bare-midriff tops, or tops worn off the shoulder are not to be worn.
- Clothing that allows undergarments to be viewed is prohibited.
- Hanging chains, spiked necklaces/bracelets are prohibited.
- Shorts and skirts should reach the fingertips when arms are hanging down at the side.
- Hats, caps, hoods, bandanas, scarves, or other headwear may not be worn inside the school. Items must be placed in the student's locker and must remain there until the student leaves the building.
- Coats, jackets, and other outerwear are prohibited in classrooms.
- According to State Health Standards, feet will be covered at all times by footwear with complete soles.

Violators will be asked to change to clothing which is more appropriate and maybe subject to a disciplinary referral. Refusal to change dress will result in a more serious disciplinary action. These guidelines will be applicable during the school day.

**Forgery/Misrepresentation**

False calls to the school attempting to represent a parent or guardian or the forgery of passes, notes from teachers or parents, or other school documents are never acceptable.

- 1<sup>st</sup> Offense: Saturday School; parent notified

2<sup>nd</sup> Offense: 3 day Out of School Suspension; parent notified

## **Electronic Devices**

### **Cell Phones**

**Pagers or cellular phones should be turned off and kept in the student's hall locker during school hours. Use of cell phones is not permitted on campus during school hours whether it be talking, checking messages, text messaging, taking pictures, or as a calculator.** School personnel reserve the right to access any material on a cell phone in the building including text messages, voice messages, and pictures. Additional appropriate discipline will be enforced should said material violate school policy.

1<sup>st</sup> Offense: Cell phone will be confiscated and returned to a parent/guardian not prior to the end of the day. Student will be assigned a two-hour detention.

2<sup>nd</sup> Offense: Cell phone will be confiscated and returned to a parent/guardian not prior to the end of the day. Student will be assigned a Saturday detention.

3<sup>rd</sup> Offense: Cell phone will be confiscated and returned to a parent/guardian not prior to the end of the day. Student will be assigned an in-school opportunity.

### **Portable Music Devices**

Walkmans, CD players, MP-3 players, electronic games, etc. are not allowed in classrooms between 8:00 a.m. and 2:45 p.m. However, they are allowed in the cafeteria before school and during the lunch hours. Students are not allowed to listen to any device while in the hallways. Like cell phones, all other devices should be kept in lockers. Students are allowed to carry these devices to lunch only after they have picked them up from their lockers.

### **Miscellaneous**

Playing hacky sack, wrestling, playing catch, etc. or any such activity is not permitted in the building at any time. Also, the previously described activities may not be permitted if they interfere with the educational climate outside of classrooms and/or classroom windows.

### **Language**

Use of obscene, vulgar, abusive, or inappropriate or discriminatory language or gestures is not tolerated. Disciplinary action will be based on the seriousness and context of the offense and/or repetition of the offense.

### **Classroom Disruptions**

Behavior that disrupts the normal classroom learning environment will not be tolerated. Each teacher has his/her own set of classroom behavioral expectations which includes appropriate progressive consequences. Continued or serious classroom infractions may result in removal from the class and a referral to the Assistant Principal. Consequences may involve the following, depending on the severity of the disruption:

1<sup>st</sup> Offense: Two hour detention

2<sup>nd</sup> Offense: Saturday School

3<sup>rd</sup> Offense: In School Opportunity

### **Involvement in food fight, throwing food anywhere in the building or on campus, leaving litter anywhere on campus**

1<sup>st</sup> Offense: Saturday School

2<sup>nd</sup> Offense: One day of In School Opportunity

3<sup>rd</sup> Offense: Three days of Out of School Suspension

### **Throwing snowballs anywhere on school property or at school personnel anytime**

1<sup>st</sup> Offense: Saturday School

2<sup>nd</sup> Offense: One day of In School Opportunity

3<sup>rd</sup> Offense: Three days of Out of School Suspension

## **Gambling**

Gambling and/or contests for money are prohibited by state law, and are, therefore, not allowed on school grounds. Card-playing (including magic cards) and dice-throwing in the building and on the grounds are prohibited.

- 1<sup>st</sup> Offense: Saturday School
- 2<sup>nd</sup> Offense: One day In School Opportunity
- 3<sup>rd</sup> Offense: Three day Out of School Suspension

## **Possession of or setting off fireworks, smoke bombs, etc. on school property**

Ten Day Out of School Suspension; possible board hearing for consideration of expulsion; police notification

## **Setting false fire alarms/triggering fire alarms/making bomb threats**

Ten Day Out of School Suspension; possible board hearing for consideration of expulsion; police notification

## **Intentional defacing/damaging property**

- 1<sup>st</sup> Offense: 5 days Out of School Suspension; parent conference; restitution for damage; police notification
- 2<sup>nd</sup> Offense: 10 days Out of School Suspension; parent conference; restitution for damage; possible recommendation for expulsion; police notification

## **Trespassing**

Students found by school personnel or police on school grounds after the school day or a school activity has ended will be considered trespassing. Appropriate actions will be taken which may include police notification.

## **Public Display of Affection:**

Students are reminded that this is an educational setting and inappropriate displays of affection will be handled accordingly.

## **Gross Disobedience or Misconduct:**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession. **These violations will result in a recommendation to the Board of Education for expulsion.**

4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
10. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
11. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
12. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detentions or Saturday Schools

### **Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code: (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Walkmans, CD players, MP-3 players, electronic games, etc. are not allowed in classrooms between 8:00 a.m. and 2:45 p.m. However, they are allowed in the cafeteria before school and during the lunch hours. Playing hacky sack, wrestling, playing catch, etc. or any such activity is not permitted in the building at any time. Also, the previously described activities may not be permitted if they interfere with the educational climate outside of classrooms and/or classroom windows.

### **SEARCH AND SEIZURE**

School authorities are authorized to conduct area-wide, general administrative inspections of school property [e.g. searches of student lockers, campus, and parking lot] as well as personal effects left there by a student as a means of protecting the health, safety or welfare of the District, its employees and students without notice to or consent of the student and without a search warrant. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. In all other cases, school authorities may search such school property when there is reasonable suspicion that the search will produce evidence that the student has violated either the law or the District's rules.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. Such evidence may be transferred to law enforcement authorities.

When feasible, any search will be conducted: outside the view of others; in the presence of a school administrator or adult witness; and by an employee or liaison police officer of the same sex as the student.

### **SMOKING AND THE USE OF TOBACCO**

Smoking and the use of tobacco are considered a hazard to the health of individuals by medical authorities and the Board of Education. Students shall not smoke or use tobacco on school buses, in school buildings, or on school grounds. Violations will result in immediate disciplinary action. Also, the student is not to have smoking materials or tobacco products on his/her person. School property includes the main campus, parking lot, all athletic fields, school vehicles, and sites which are used by PHS for any activities. Students may not leave the building during or between classes to use tobacco.

Students are not to smoke or use tobacco in streets, sidewalks, or on neighbors' property. Repeat violators will be subject to City of Princeton ordinances on tobacco.

## **BUS CONDUCT**

The following regulations shall apply to all students riding school buses. It shall be the responsibility of the student and parent to be familiar with and obey the following guidelines.

### **Passenger Regulations**

School bus drivers are responsible for students riding their buses just as teachers are in charge of their classrooms. Students are required to obey the driver at all times. Each driver will review and post the behavior guidelines and expectations of their riders. The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. The purpose of these guidelines is to provide for a safe, enjoyable bus ride for all. Bus drivers are required to report any students who violate these rules and regulations to a school administrator. The administrator may take away the student's privilege to ride the bus until such time as permission to ride is reinstated by the proper school authority. Students who are suspended from riding the bus must be present in school during the period of suspension. In the event that a student fails to attend school during a period of bus suspension, the student will be assigned an unexcused absence for each day missed. Such cases may also necessitate a referral to the county truant officer.

### **Passenger Regulations For Riding School Buses**

All of the following regulations apply to all of the students riding buses. Please keep in mind that bus misconduct may also result in school disciplinary action.

## **LEVEL I REGULATIONS**

1. Students should always be on time to their assigned bus stops, but they should arrive no earlier than ten (10) minutes before the bus is due. In order to maintain a dependable time schedule, the bus drivers have been instructed not to wait for tardy students.
2. When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals, granting them permission to cross. They should cross the road far enough in front of the bus (about 10 feet) so that the driver can see the child and the child can see the drivers' signal.
3. As a safety measure, students are asked to refrain from unnecessary conversation with the driver while the bus is in motion. Excessive and unnecessary noise of any kind can be distracting to the driver and unpleasant for the riders. Failure to cooperate with the driver in keeping the noise level low will result in disciplinary action. All use of radios and tape players is prohibited on school buses.
4. At no time will a student be allowed to extend any part of their body or anything else out of a bus window. Throwing objects or yelling out of the bus windows is also prohibited.
5. All students are expected to help keep the buses clean. This means that no spitting, littering, eating or drinking will be allowed on the bus.
6. As a safety measure, students are required to sit in their seats properly. This means that they should face forward and sit with their backs against the seat. Standing is not allowed at any time.
7. The aisle and emergency exits are to be kept clear of any objects that would hinder their use. If there are no empty seats available to store items, such as musical instruments, sports equipment, etc., students should hold these items on their laps.
8. There shall be no noise of any kind when the bus stops at a railroad crossing.
9. Students are required to board and get off their buses at their assigned bus stops. Before a student may be allowed to get off the bus at a different stop or ride a bus other than the one assigned, permission notes signed by a parent must be approved by a school administrator. If the student wants to get off the bus at another student's stop or home, both students must have a parent permission note approved.
10. Throwing of any item while on the bus could distract the driver and cause a serious accident. Such behavior may result in a three (3) day bus suspension.
11. Students are expected to respect the bus driver's authority. Boarding the bus, getting off the bus, changing seats, standing or walking inside the bus should be done so only with the driver's permission. Bus passengers must occupy the seats assigned to them when the driver feels such action is necessary. Failure to obey the driver's directions may result in a three (3) days bus suspension.

## **LEVEL II REGULATIONS**

1. Students will be held accountable for their behavior to and from the bus stop, at the bus stop, on the bus and on the way home from the bus stop. Any fighting, harassment, injury or property damage should be reported to the Dean of Students. Fighting will result in a bus suspension (minimum 3 days).
2. Possession or use of tobacco, alcohol, or a controlled substance by a student on the bus or at the bus stop is prohibited. Violation will result in a bus suspension and appropriate school-related discipline.
3. Students are asked to report anyone causing damage or tampering with the exterior or interior of the bus. Any student who damages or vandalizes a school bus will be suspended for a minimum of five (5) days and be obligated to pay for damages before being allowed to resume riding the bus.

4. Any student using obscene or unacceptable language, gestures, remarks or signs will be subject to disciplinary action. If any of the above are directed toward the driver, the student will be suspended for ten (10) days from riding the bus.
5. An unprovoked attack on another student will result in a bus suspension (minimum 5 days) and appropriate school-related discipline.

### **DISCIPLINARY RESPONSE(S)**

An appropriate disciplinary response would be a verbal or written (parental notification) warning. All Level I Misbehaviors, with the exception of number 10 and 11, will necessitate a warning prior to further disciplinary action.

Any violation of Level II Regulations will result in a bus suspension. Repeated or unmodified acts of Level I or Level II Misconduct may result in a bus suspension (maximum 10 days).

In cases involving repeated or unmodified misconduct; or in cases of an extremely serious nature, bus privileges may be withdrawn for the remainder of the school year. Violations may also result in those penalties normally assessed at school for a comparable offense.

## **PART V. - STUDENT ACTIVITIES CODE OF CONDUCT**

### **PREAMBLE**

Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with the rules and regulations established in this handbook and in each respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions as set up by the sponsor/coach of each activity.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantiated considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered.

### **PHILOSOPHY**

- We believe that participation in student activities should be a part of the total educational experience for all youth who attend Princeton High School.
- We believe that participation in student activity programs contributes to the development of health and happiness, physical skills, emotional maturity, social competence, and moral values.
- We believe that a sound activity program teaches the participants the values of cooperation as well as the spirit of competition so important to our society. The student learns how to work with others for the achievement of group goals.
- We believe that the importance of cooperation, spirit of play, and the will to win are valuable to the development of a healthy mind.

### **THE NORTH CENTRAL ILLINOIS CONFERENCE**

Princeton High School is a member of the North Central Illinois Conference. Interscholastic competition in many activities takes place between schools which include: **Chillicothe (IVC), Dixon, Geneseo, Kewanee, LaSalle-Peru, Mendota, Ottawa, Princeton, Rock Falls, Spring Valley (Hall), Sterling, and Streator.**

### **EXTRACURRICULAR RESPONSIBILITIES RELATING TO ACTIVITIES**

It is the responsibility of Princeton High School to provide to the students the following:

1. an appropriate number of activities involving academics, athletics, fine arts, humanities, vocational pursuits, school aides, and other related areas;
2. a qualified sponsor in each activity to provide guidance and supervision;
3. a suitable and safe place in which to hold the activity;
4. the best and safest equipment for student use;
5. rules and regulations by which all the extracurricular activities are governed;
6. the enforcement of all rules and regulations.

### **THE STUDENT**

It is the right and responsibility of the student of Princeton High School to:

1. involve himself or herself in the extracurricular activities that are of special interest;
2. follow the rules and regulations of the activity;
3. conduct himself or herself in a mature manner at all times when involved in an activity on or off campus;
4. show high standards of social behavior;

5. show outstanding cooperation and sportsmanship;
6. show proper respect for those in authority: sponsors, teachers, coaches, teammates, judges, and officials;
7. dress appropriately when attending meetings, practices, rehearsals, competitions, and contests;
8. use language which is socially acceptable, profanity or vulgar talk will not be tolerated in practices, meetings, contests, or competitions on or off the field.
9. attend all classes, meetings, practices, competitions, and contests. If it is absolutely necessary to miss a meeting or practice, the student must personally contact the respective sponsor or coach prior to the meeting or practice session.
10. assume responsibility for equipment issued; keep the athletic locker locked; and must return athletic equipment when the session is concluded or when the student is no longer a member of the squad;
11. report all injuries to the sponsor or coach immediately. If medical attention is required, be sure that an insurance claim is initiated. Time limits for filing claims vary with insurance companies. Some of them refuse claims which are reported if more than 30 days elapse between injury and the date of filing of a claim. File the claim even if all treatment is not complete and if all bills are not received. Bills may be sent to the company as they are received.

### **GENERAL BEHAVIORAL EXPECTATIONS**

Princeton High School students involved in extracurricular activities are expected to:

- Be in all classes all the time unless excused by parents. If a student is truant, he/she will be ineligible to participate in the next context or performance. Individual team sanctions may also be applied.
- Travel on school arranged transportation to all events related to the activity. Unless prior arrangements have been made in conjunction with the parents, coach/sponsor, and administration, the student will not be allowed to participate in the event.
- Follow all rules set forth in the Student Handbook. At Princeton High School, the focus is on academics and as a result, we expect our athletes and students involved in activities to be leaders in our classrooms with their behavior. If a student is removed from a class or receives a disciplinary referral, the sponsor/coach with assistance from the administration will be responsible for appropriate disciplinary action. This may include losing the privilege of participating in the extracurricular activity.

### **EXTRACURRICULAR ELIGIBILITY GRADE POLICY**

Princeton High School students must be passing 3 out of 4 subjects per week in order to be eligible to participate in extracurricular activities. Eligibility is checked weekly and runs from Monday to Monday. Teachers will turn in "D" and "F" grade reports that will determine the academic eligibility of the student. If a student is academically ineligible, the individual coach/sponsor will have the option of allowing the student to practice during this time, but he/she may not perform in contest.

There are four terms during the school year. A student must have passed 3 out of 4 subjects each term in order to be eligible for the next term. Again, the individual sponsor/coach has the option of allowing the student to practice during this time, but he/she may not perform in contests.

All courses including Physical Education, Band, Choir, and Drivers' Education will be counted on an equal basis for academic eligibility purposes.

### **TIME TO BE IN ATTENDANCE**

**In order to participate in practices, rehearsals, performances, or contests, students must be in attendance for his/her Block 3 and Block 4 classes. In the case of a funeral or unavoidable appointment, exceptions can be made but only in conjunction with the administration.**

### **ATHLETIC GEAR**

Princeton athletic gear is not to be worn for physical education or for everyday purposes. It is to be worn for contests and/or on game days. Athletes are to use their assigned locker room and lockers when preparing for practice and/or games and not classrooms or restrooms.

## SUBSTANCE ABUSE TESTING

Princeton High School believes that the use of prohibited substances; alcohol, tobacco, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who compete or participate with those students. To be eligible to try out for or to participate in any extracurricular activities, students must agree to submit to testing for the use of prohibited substances, if selected, in accordance with Board of Education policy.

Substance abuse testing will be conducted in a random manner throughout the school year for all students in extracurricular organizations that participate in competitions or performances. These include: band ensembles, cheerleading, choral ensembles, pom poms, scholastic bowl, all sports, theatrical productions, FCCLA and FFA members who compete. In addition students in Concert Band and Concert Choir and Chamber Choir students who are selected to participate in I.M.E.A. District Choir will be subject to random substance abuse testing since members participate in the IHSA Organizational Contest and various festival music organizations that meet throughout the year. Selected students of chamber choir will also be subject to this testing if they are involved in festival music organizations and/or IHSA competition.

Students involved in the above named organizations will be subject to testing for the entire school year. A student may be tested more than once should his or her name or number be drawn.

Should a student test positively for substance abuse during any part of the school year, that student will be subject to the rules and procedures of the Substance Abuse Rules and Regulations found below.

A substance abuse consent form must be signed by all parties in order for students to participate in the above named organizations. This is to be done at the beginning of the school year for any activities during the entire year. Should a student and a parent/guardian not sign the form at that time and then the student elects to go out for an activity later in the year, that student is subject to the cost of the substance abuse testing.

In addition, any student not involved in the above named organizations may be enrolled in the substance abuse testing program at the request of a parent or guardian at the expense of that parent or guardian.

## SUBSTANCE ABUSE RULES AND REGULATIONS

### Statement of Policy:

The use of tobacco, alcohol, and illegal drugs is a harmful habit for young adults, and abstinence from these substances at all times is essential for the wellness of the individual. In the event that a student in the extracurricular activities listed is found to be using, consuming, transporting, or possessing any form of alcohol, tobacco, or any illegal drugs or drug paraphernalia other than those prescribed by a physician, that student will be found to be in violation of the extracurricular substance abuse rules and regulations and subject to a punitive referral.

Violations may result from: arrest and conviction, admission to, being reported by his/her parent/guardian, or a PHS staff member witnessing the violation.

**Amnesty:** Should the student seek help and applies for the Substance Abuse Program **before any violation is reported**, a non-punitive referral will take place. This referral will be done in confidence and will not result in any suspension from activities but will necessitate the student participating in the Substance Abuse Program. After a student has served a first or subsequent violation, he/she is no longer eligible to claim amnesty.

This Substance Abuse Policy will be in effect the entire calendar year. Students should make every attempt to avoid events where illegal substances are being used or are present. If a student is present where illegal activities are taking place, it is conceivable that she/he might be arrested or accused of illegal consumption or possession of illegal substances.

### Appeal Procedure:

The student may appeal his/her violation of the Substance Abuse Policy to an Appeals Board which shall consist of a neutral coach, a neutral sponsor, and the Principal who will appoint these members of the Board. The appeal will require the following:

1. A written appeal must be presented to the Principal within five (5) days of the initial ruling.
2. The student shall have the privilege of presenting his/her version of the violation under appeal.
3. The appeals committee shall render a decision within five (5) days to the student and his/her parents/guardians.

## INTERSCHOLASTIC ACTIVITIES

The following activities are considered interscholastic:

Baseball	Golf
Basketball	Pom Poms
Cheerleading	Scholastic Bowl
Band Contests	Soccer
Band Festivals	Softball
Choral Contests	Tennis
Choral Festivals	Track
Cross Country	Volleyball
Football	Wrestling
Band Ensembles	Drama/Musical Productions
Choral Ensembles	

### First Violation

A. The first violation of this Substance Abuse Policy will result in suspension from participation in all contests and competitions, for a period of sixty (60) days. This period of time will begin on the Monday of the first week of competition. If a violation occurs during the season, the suspension will begin when school officials are notified. The student must attend all practices and contests. The student will sit in a place assigned by the coach/sponsor.

Should the violation occur after school has let out for summer vacation or should it occur at any other time when the student is not an active participant in a qualified activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved.

Should the violation occur when there are fewer than sixty (60) days remaining in a season, the balance of the suspension will be served during the next interscholastic activity in which the student is involved.

B. If the student and her/his parents/guardians enroll in a mutually agreed upon Student Assistance Program within five (5) school days, he/she may petition the Athletic Director for a hearing to consider reinstatement after thirty (30) days. A program should consist of a combination of the following: (1) Assessment, (2) Education, and (3) Recommendation for treatment and treatment options. The financial responsibility for the Student Assistance Program rests solely with the student and his/her family. The parents of students participating in this program are encouraged to participate in the sessions.

If an athlete cannot compete because of injury or academically ineligible and has been referred to the Student Assistance Program punitive process, that athlete shall begin the time of suspension when that student is declared physically fit or academically eligible to compete.

If the student has previously undergone a non-punitive referral for substance abuse and a violation of the Substance Abuse policy occurs, the violation will still be treated as a first violation. Once a student has served a first or subsequent violation, he/she is no longer eligible to claim amnesty.

No consequences can be served concurrently. If a second or third offense occurs prior to the completion of the previous consequences, the subsequent consequences will begin upon completion of the first.

### Second Violation

A. The second violation of this Substance Abuse Policy will result in suspension from participation in all contests and competitions for a period of one year. This period of time will begin on the date of the conference with the administration regarding the violation and will conclude after one year. The sponsors/coaches are given the option to have the student attend practices, rehearsals, meetings, and competition, but the student will not wear the uniform, and she/he will not compete in any contests or competitions. The student will sit in a place assigned by the coach/sponsor. Prior to completion of the year, the student must petition the Athletic Director to be reinstated and he/she must pay \$25.00 and submit to a drug test.

Should the violation occur after school has let out for summer vacation or should it occur at any other time when the student is not an active participant in a qualified activity, the suspension will commence on the Monday of the first week that competition begins in the next interscholastic activity in which he/she is involved.

Should a student undergoing the Student Assistance punitive process be unable to compete because of injury, the time of suspension shall begin when that he/she is declared physically fit to compete.

Any non-punitive referral for substance abuse will not affect the options presented herein.

Amnesty will not be an option after the first violation.

### Third Violation

The third violation of this Substance Abuse policy for alcohol, tobacco, or illegal drugs will result in the denial of participation in interscholastic activities for the remainder of the student's high school career. Substance abuse counseling may be an option for the parents/guardians and student. After **one calendar year** from the determination of guilt, an appeal can be made to the Appeals Board for reinstatement contingent upon rehabilitation. It is the responsibility of the student and his/her parents to demonstrate to a Reinstatement Appeal Board a case for being reinstated. The student must petition the Athletic Director to present his/her case to the Reinstatement Appeal Board.

Further questions may be directed to the Superintendent at 875-3308.

Should any violation be appealed by a student, the sanctions listed above will not take effect until a resolution has taken place.

It is hoped that the wellness of the individual student is served through this Substance Abuse Policy and that continual communication between son/daughter and parent/guardian is kept open. If there are any questions on this policy, please call the Principal or Director of Student Activities at Princeton High School (875-3308).

### **Substance Abuse Surveys**

Parents/guardians and students are hereby notified that Princeton High School students will be asked to participate in various anonymous surveys regarding alcohol and other drugs, safety issues, and other social concerns. Parents/guardians have the right to examine each survey prior to administration of the survey. Parents/guardians may choose to excuse their son/daughter by contacting school officials.

### **EMERGENCY NUMBERS**

Ambulance/Fire/Police 911

### **NON-EMERGENCY NUMBERS**

Hospital 875-2811  
City Police 872-2351  
City Fire 875-1861  
Sheriff's Department 875-3344

### **MISCELLANEOUS COUNSELING**

Allied Counseling Group 815-224-4522  
Catholic Charities 815-223-4007  
Journeys Counseling Associates 815-872-2100  
Lubbs Counseling Services 815-879-0048  
New Directions Counseling Center 815-875-2192  
North Central Behavioral Management 815-875-4458  
Options EAP 815-879-0327

### **DOMESTIC ABUSE**

Freedom House 815-872-0087  
24 Hour Crisis Line 1-800-474-6031  
States Attorney Child Protection Services 815-875-8667

### **Other**

Regional Poison Control Center 1-800-543-2022

## **EXTRACURRICULAR ACTIVITIES AT PRINCETON HIGH SCHOOL**

### **Band Ensembles**

Band ensembles will be formed by the music director as student interest and needs arise. The ensembles will rehearse during the school year before or after school and will perform for various community service organizations and clubs. Instruments and an outfit may be required to participate. Participation in interscholastic contests and festivals is governed by all extracurricular rules.

### **Baseball (Boys)**

In this interscholastic spring sport, proper fielding, throwing, batting, and base running techniques are emphasized. Approximately 25 games at the frosh/soph level and 30 games at the varsity level are played against other high school

teams. No experience is necessary to tryout, but hardball experience is desirable. The season begins in late February or early March and continues through the end of school (12-13 weeks). All practices prior to the start of competition are 1 1/2 to 2 1/2 hours long. A maximum of 16-18 players are kept on each squad, and tryouts usually are held during the first week of practice, if necessary. Equipment needed: a baseball hat, baseball glove, and spikes.

#### **Basketball (Boys)**

This winter sport is an interscholastic activity with approximately 18-25 games played on the freshman, sophomore, and varsity levels. Also included are a number of junior varsity and sophomore "B" games. There is no experience necessary to tryout, but previous interscholastic experience is desirable. The season begins in early November and continues through late February. Practices are held daily during the season for approximately 2 to 3 hours at various times on the various levels. Basketball socks and shoes are required of all participants. Shoes may be purchased through arrangements made by the coaches.

#### **Basketball (Girls)**

This interscholastic winter sport is open to all girls, and there are three levels of competition: freshman, sophomore, and varsity. There is no experience necessary to tryout, but it is best to have fundamental basketball skills. The season begins in early November and continues through mid-February. Practices are usually held from 3:30-5:15 P.M. and sometimes held from 5:00-7:00 P.M. Occasionally morning practices are scheduled. Basketball shoes, socks, and practice uniforms are required to participate. Shoes may be purchased through arrangements made by the coaches.

#### **Cheerleading**

This activity is open to all students and involves a junior varsity squad and a varsity squad. Tryouts are held in the spring of each year, and practices are held weekly and when need arises. Students accepted will attend and cheer at all home and away boys' football and basketball games, at pep assemblies, and at an optional summer camp for cheerleading. The season begins with summer practices and runs through the end of the school year. Students are expected to furnish shoes, shirts, camp clothes, and the cost of the summer camp.

#### **Class Officers and Advisory Boards**

This activity is open to all students of each class. Elections are held for class officers with a President, Vice-President, Secretary, and Treasurer being chosen. Each set of officers and the class sponsors will determine how the class advisory boards are chosen. Advisory boards assist in class activities and offer advice throughout the school year. There are no fees or materials required for membership. Class officers will be involved in student government, serving as representatives of their class on various committees concerning student issues.

#### **Choral Ensembles**

Choral ensembles will be formed by the music director as student interest and needs arise. These auditioned ensembles will rehearse during the school year before or after school and will perform for various community service organizations and clubs. The student may have to purchase an outfit for this activity. Participation in interscholastic contests and festivals is governed by all extracurricular rules.

#### **Cross Country (Boys and Girls)**

This interscholastic fall sport is open to all students who desire to excel and like to run competitively. Girls run up to two and a half miles; boys run up to three miles. There is a maximum of two and a half miles on the frosh/soph level. The season runs from the middle of August until the middle of October. Practices are held every day after school from 3:30-5:00 P.M. Everyone who participates in all dual and triangular meets, is charted and rewarded. Team spirit is reinforced. A good pair of running shoes which the student provides is required to participate.

#### **FFA**

This activity is open to all students who have taken an approved agriculture course. The FFA offers members the opportunity to compete in career development events such as public speaking, judging, mechanics, business management, sales and much more. Members will be affiliated with Section, District, State and National levels. There are many leadership training opportunities in which to participate and many community service activities. Members are required to have the official dress of black pants/skirt, white shirt, and FFA jacket. The club will have meetings once a month.

#### **First Class**

Princeton High School is a First Class school. Students and staff members agreed upon four principles that should guide everyday school life. These are:

- we treat each other and ourselves with dignity and respect, therefore creating a safe place to learn;
- we communicate in a caring and productive way;
- we keep our environment neat and clean;
- we show pride in our school and ourselves by promoting positive attitudes.

First Class is a service opportunity open to all students, freshman through senior. The First Class Committee is composed of student and faculty members who create and facilitate programs and activities that foster the four principles above.

#### **Football (Boys)**

This fall sport is played on the freshman, sophomore, and varsity levels and is open to all boys of PHS. It is a contact interscholastic program that runs from mid-August through November. Practices are held daily after school for two and a half-hours. Participants are required to provide their own shoes.

### **Food Club**

This organization is designed to make students more aware of the cuisine of other cultures. In addition to eating the food, students also experience skills such as demeanor, tipping, figuring costs, etc. Food Club activities include visiting a new location approximately once a month. Each student pays for his or her own food and tip.

### **Golf (Boys/Girls)**

This interscholastic fall sport is open to all students of Princeton High School and consists of fresh/soph and varsity teams. Previous knowledge of the sport is helpful. Each squad consists of six golfers with the top four scores used. Practices are held from mid-August to mid-October and are held for 2 hours after school. Seventeen matches are held during the regular season. Players are required to furnish their own clubs and golf shoes (soft spikes).

### **German Club**

German Club is an organization designed to promote further exploration of both the German language and culture. German Club activities include: movies, special celebrations, field trips, and regular meetings. Any student who is enrolled in German III or has completed German III or higher is eligible to join German Club.

### **International Thespian Society**

This organization sponsors and produces all PHS dramatic productions. Membership in the International Society is extended after working on two productions. All students are invited to work on all phases of drama; all that is needed is an interest and a willingness to learn. The season starts with the beginning of the school year. Rehearsals are usually held for the 8 weeks prior to the time of production and they run four days a week for 2-2 1/2 hours. No equipment or materials are required for this activity.

### **Lifesavers**

Membership in Lifesavers is through an application and staff- endorsement process. All students are eligible and are selected in September. Students interested in and eligible are selected to be peer helpers within their school and community. They participate in their choice of committees and must be appropriate role models. Participants must be committed to leading a drug and alcohol-free lifestyle. Activities take place throughout the school year.

### **National Honor Society**

National Honor Society requires that a student be a junior or senior and have at least a 3.25 grade-point average to be eligible. In addition to this grade point requirement the student must demonstrate strong leadership, character, and service to the high school and community. A faculty committee selects members for this organization. Meetings are scheduled during the first nine weeks of the school year with new members being inducted at a dinner in November and honored at the Awards Assembly.

### **Pom Pons**

Pom Pons are open to all students and are chosen each year during spring tryouts. Practices are usually held for 2 to 2½ hours on Mondays and Wednesdays during the school year. Pom Pons perform routines at home football and basketball games along with the Princeton Wrestling Invitational with mandatory participation in the Homestead Festival Parade and Christmas Parade. In addition the group hosts a Little Pom Workshop during the year and has the option of participating in a summer camp. Students selected are required to furnish shoes, socks, bloomers, and camp clothing.

### **Principal's Advisory Board**

Principal's Advisory Board meets on a regular basis as a way to build communication between the administration and students. Topics are determined by the students; in addition, the administration seeks solutions to problems and ideas from students on how to handle situations relevant to them.

### **Scholastic Bowl**

This activity is open to all students and involves interscholastic competition of knowledge and quick recall. The season runs from October through March with competitions held on selected Saturdays during that time. Practices are held as necessary. No equipment or materials are required to join this activity.

### **Soccer (Boys)**

Boys' Soccer is a fall sport. There are two levels of competition: a frosh/soph level and a varsity level. No experience is necessary to tryout, but it is beneficial to have experience and fundamental skills in the sport. The season begins in mid-August and continues through October. Practices are held after school on a staggered schedule. Students must furnish shoes, two pairs of socks, and shin guards.

### **Soccer (Girls)**

Girls' Soccer is a spring sport. There are two levels of competition: a frosh/soph level and a varsity level. No experience is necessary to tryout, but it is beneficial to have experience and fundamental skills in the sport. The season begins in March and continues through May. Outside practices are held after school on a staggered schedule. Inside practices are held before and after school.

### **Softball (Girls)**

This spring sport emphasizes proper fielding, throwing, batting and base-running techniques. Interscholastic competition is on the frosh/soph and varsity levels, and tryouts are held for freshman through senior girls during the first week of practice if necessary. No prior experience in this sport is necessary to tryout, but some knowledge of the sport is helpful. The season begins in late winter and runs through the end of the school year. Practices will run 1 1/2 hours to 2 1/2 hours depending on the weekly game schedule and will require some weight training. Equipment required: a softball glove and proper shoes.

### **Special Olympics**

This organization offers a variety of sports throughout the year to students with Special Needs. No previous experience is necessary. Practices are held prior to various seasonal events. There is no fee for belonging to this organization. Equipment needed: tennis shoes

### **Sportsman's Club**

This activity is open to those students who enjoy hunting, fishing, archery, hiking, camping, and outdoor adventures. No previous experience is necessary, and boys and girls are welcome. Meetings are held during the school year. Attendance at the meetings is strongly encouraged when there are guest speakers. There are no fees to belong to this organization, but some activities or trips will require an outlay of money.

### **Student Council**

This organization sponsors all Homecoming activities and is involved in various community service projects and charitable fund-raising events. Some before and after school meetings will be held at which attendance is mandatory. Opportunities to attend leadership conferences will also be offered to certain members. No equipment or materials are required for this group.

### **Tennis (Boys)**

This sport offers interscholastic competition for boys in the spring of each school year. Practice is held each night after school for two hours. Matches run through the end of May. There is no experience necessary to tryout for this sport, but some knowledge of the sport is helpful. Members are required to purchase a racquet, the proper shoes, and a shirt.

### **Tennis (Girls)**

This interscholastic sport is open for all girls in the fall of each school year. At the frosh/soph level basic skills are developed, and everyone is guaranteed an opportunity to play each match. At the varsity level competitive skills are developed. The top six play with an emphasis on winning the match. At each level the lifetime recreational value of the sport is emphasized. All that is necessary to tryout for this sport is an enthusiasm for tennis. Practices are held daily after school for 1 1/2 hours. Members are required to purchase a racquet, shoes, and a shirt.

### **Track (Boys)**

This interscholastic spring sport combines six field events and twelve running events in order to give a maximum amount of events for each individual to excel in. Good team atmosphere is stressed. No previous experience is required to participate. Practices are held each weekday after school for 1 1/2 hours from February through the end of May. In addition participants will weightlift in season three days a week. Track shoes are to be purchased by the student and are required of all members.

### **Track (Girls)**

This interscholastic spring sport involves eighteen field and running events from sprinting, jumping, and throwing to distance running. No previous experience is required to participate; members are asked only to be involved and to work on improving their skills. Practices are held each weekday after school for 1 1/2 hours from March to mid-May. Everyone gets to compete in all dual meets and many invitationals. Each athlete may choose her events. A good pair of track shoes to be purchased by the student are required of all members.

### **Volleyball (Girls)**

The volleyball program is comprised of three teams: freshman, sophomore, and varsity. Freshmen through seniors may try out for the teams. This fall sport offers a highly challenging and competitive schedule. All levels play a full schedule including tournament play. The season is from mid-August through October with practices held daily for approximately two hours. Morning practices may be required for freshman. A good pair of volleyball shoes are required of all members.

### **Web Page Club**

This activity is responsible for maintaining and updating the Princeton High School's web page. Activities in this group include layout design of pages, creating new pages, taking pictures, and updating old pages with new information. All students are invited to join and no previous experience with web design is necessary. Meeting times are flexible and vary. Students may join at anytime during the school year.

### **Wrestling (Boys)**

This winter sport involves interscholastic competition with folk-style rules governed by the IHSA. There are no requirements to tryout for the different levels, but a knowledge of the sport is helpful. The season runs from November to mid-March with practices held after school each day for two hours. Each participant must purchase a pair of wrestling shoes.

### **Yearbook**

Members of this activity are responsible for putting together the yearbook. This includes activities such as photography, copy writing, layout design of pages, editing, and caption writing. Editors are in charge of cover design and have added responsibilities. Membership is open to all students. Training in Desktop Publishing is available through meetings and workshops. Meeting times vary depending on deadlines but are flexible in consideration of other activities. Students must apply to the sponsor to be on the staff. No equipment or materials are required for this activity.

**Princeton Fight Song**

Let's win this game,  
Go onward Tigers go.  
Never to yield a victory  
To the foe.  
On down the field,  
A gain on every play  
We'll fight, fight, to the end  
The Princeton Way!

**Princeton Loyalty Song**

Fight! Fight! Fight for our High School  
Fight for Princeton today  
While we're all gathered here let us  
Now give a cheer – Rah!Rah! For  
The Blue and Gray  
Though we may win or we may lose\  
We will ever give a cheer  
For we'll back our team and in every  
Way – We will help to win the day!  
Rah! Rah! Rah! Rah! Rah!  
Rah! Rah! Rah! Rah! Rah!  
Princeton, Princeton  
Rah! Rah! Rah!  
Princeton our Alma Mater, our loyalty  
- is ever with you  
Princeton our Alma Mater, we will  
Always Fight! Fight! For you  
To Thee we pledge allegiance and  
Honor we will strive to bring you  
So fight on for Princeton High School  
And lead her ever to victory!