

# 2008-2009 Princeton High School Campus Procedures

## CLASS SCHEDULE

8:00—8:55 1<sup>st</sup> Period

Announcements will be made from 9:00 – 9:05

9:00—10:00 2<sup>nd</sup> Period

10:05—11:00 3<sup>rd</sup> Period

11:05—12:30 4<sup>th</sup> Period

### LUNCH "A"

11:00-11:30 Lunch "A"  
11:35- 12:30 4<sup>th</sup> Period

### LUNCH "B"

11:05-11:30 4<sup>th</sup> Period (Split)  
11:30- 12:00 Lunch "B"  
12:05-12:30 4<sup>th</sup> Period (Split)

### LUNCH "C"

11:05-12:00 4<sup>th</sup> Period  
12:00-12:30 Lunch "C"

12:35—1:30 5<sup>th</sup> Period

1:35—2:30 6<sup>th</sup> Period

2:35—3:30 7<sup>th</sup> Period

# TRUANCY

What is truancy? It is simply missing too many classes for reasons other than medical or funeral. For example, oversleeping and missing part of the morning is truancy. Truancy is staying home for reasons other than illness, such as babysitting, going to work, or going shopping. Truancy is being late for school or for classes an excessive number of times. Truancy is "taking the day off" to go shopping, leave early for a trip, or just staying in bed. Truancy laws apply to every student enrolled in school, despite the age of the student. The law requires that students be filed on in court for missing 3 days or partial days in a four-week period or 10 days or partial days in a 6-month period. This means if you already have a lot of absences the first semester, you may be filed on if the absences continue into the second semester. Students who have already been filed on for truancy will be filed on again if the attendance problem continues.

# ABSENCES

Students/parents are required to provide documentation for absences. A note from a medical practitioner or from a parent is required to be brought to school on the day that the student returns to school. *It is the student and parent responsibility to bring in documentation. If documentation is not received within three days of the student returning to school, the documentation will not be used.* A student needs to check into the office and obtain a blue slip in order to go to class on the day following their absence.

# INFORMING PARENTS

The school will attempt to confirm every student's absence with the parent by contacting the home the day of the absence with a telephone call or e-mail.

The school will inform the parent in the case of unlawful absenteeism and request assistance in resolving the problem.



The school will send a letter denying credit when the total number of allowable days has been exceeded. Either the student or parent may then make a written or oral appeal to the attendance committee.

# MEDICAL ABSENCE

Medical appointments (confirmed by doctor or dentist's office) do not count against a student's attendance record if that student attends school prior to, or after completion of that appointment.

# EXTRACURRICULAR ABSENCES

## “10 DAY RULE”

The policy regarding student absence/extracurricular and/or other activities is as follows:

Students shall not be permitted to participate in any school related or sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten times during the school year. Students may earn an additional “5” days if they maintain a cumulative average of an 80 or higher. A student may not have more than a total of 25 days of absences.

## **PREARRANGED ABSENCE**

Upon request from the parent, prearranged absences may be granted. If possible, the parent should make the request two (2) days in advance. Prearranged absences will not be granted on scheduled test days or the day precedes a holiday.

## **CLASS RANKING**

### ***Class Ranking:***

**Class rank** will be determined by the total number of grade points earned through the fifth sixth weeks of the senior year and divided by the number of courses for which grades are recorded on the academic achievement record.

Grade points are awarded according to the scale for semester grades through the first semester of the senior year. Grade points for the second semester of the senior year will be awarded based upon the average of the fifth six weeks.

**To be VALEDICTORIAN OR SALUTATORIAN**, a student must complete the requirements listed below:

1. Valedictorian will be the honor student who has the highest total average grade points earned in grades 9-12, and the Salutatorian will be the honor student with the second highest total average grade points earned in grades 9-12. In the event that the student with the first or second highest total grade points does not fully qualify, the next highest ranking class member who is fully qualified shall receive the honor.
2. Students must meet all requirements for graduation.
3. Students must be enrolled in Princeton High School both their junior and senior years to be eligible for consideration.
4. Students graduating at midterm or in the summer are not eligible for these honors.
5. In the event of a tie for Valedictorian or Salutatorian, the tie will be broken by a series of tie breakers which are listed below:
  - a. The total average grade points earned during the junior and senior years.
  - b. The total number of TEA approved courses (Pre-AP, AP) taken in grades 9-12.
  - c. The total numeric average of all classes taken in grades 9-12.
  - d. If a tie still exists, students who are tied will share the honor.

# 5.0 GPA Scale For Freshmen Entering 2003-2004

%	AP/Dual	Pre-AP/Honors	Regular	Basic
100	5	4.5	4	3
99	4.9	4.4	3.9	2.9
98	4.8	4.3	3.8	2.8
97	4.7	4.2	3.7	2.7
96	4.6	4.1	3.6	2.6
95	4.5	4	3.5	2.5
94	4.4	3.9	3.4	2.4
93	4.3	3.8	3.3	2.3
92	4.2	3.7	3.2	2.2
91	4.1	3.6	3.1	2.1
90	4	3.5	3	2
89	3.9	3.4	2.9	1.9
88	3.8	3.3	2.8	1.8
87	3.7	3.2	2.7	1.7
86	3.6	3.1	2.6	1.6
85	3.5	3	2.5	1.5
84	3.4	2.9	2.4	1.4
83	3.3	2.8	2.3	1.3
82	3.2	2.7	2.2	1.2
81	3.1	2.6	2.1	1.1
80	3	2.5	2	1
79	2.9	2.4	1.9	0.9
78	2.8	2.3	1.8	0.8
77	2.7	2.2	1.7	0.7
76	2.6	2.1	1.6	0.6
75	2.5	2	1.5	0.5
74	2.4	1.9	1.4	0.4
73	2.3	1.8	1.3	0.3
72	2.2	1.7	1.2	0.2
71	2.1	1.6	1.1	0.1
70	2	1.5	1	0
69-0	0	0	0	0

AP/Dual	No GPA Points Awarded
	<b>LOCAL CREDITS</b>
Bio AP	Office Aide
Calculus AP	Library Aide
Chem AP	3rd & 4th Year Athletics
College Econ	TAAS/TAKS Remediation
College English	Summer School Credits
College Govt	Credit Recovery
Econ AP	Night School
Eng 3 AP	Correspondence Courses
Eng 4 AP	
Physics AP	
US Govt AP	
US Hist AP	
Other AP	
Other Dual credit	
Pre-AP/Honors	Basic
Alg 1 Pre-AP (8th gr.)	Special Education Classes
Alg 2 Pre-AP	
Eng 1 Pre-AP	
Eng 2 Pre-AP	
Geom Pre-AP	
Independent Study	<b>GRADING SCALE</b>
Pre-Cal Pre-AP	A - 90 –100
Spanish I-Honors (8th gr.)	B – 80 –89
World History Pre-AP	C – 70 – 79
World Geography Pre-AP	F – 69 and below
Biology 1 Pre-AP	
Chemistry Pre-AP	
Other Pre-AP courses	

GPA and Class Rank are calculated at the end of each semester.

PHS Grade Policy is as follows:

A = 90-100

B = 80-89

C=70-79

F=69 and below

For transcripts that are reported using a letter grade system the following conversion will apply:

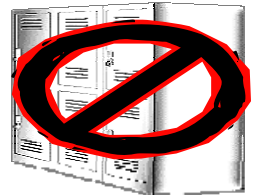
A+	- 98
A	- 95
A-	- 92
B+	- 88
B	- 85
B-	- 82
C+	- 79
C	- 77
C-	- 75
D	- 72
F	- 69

## **HONOR ROLL**

There will be an honor roll each six weeks. Students taking the minimum load or more are eligible. To be eligible for the honor roll, students must make a "90" in all subjects. Students must maintain an "S" in citizenship to be placed on the honor roll.

## **LOCKERS**

Princeton High School will be locker less. Students will be given textbooks to take home and every classroom will have a set of textbooks to be used for classroom assignments.



## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass. Class time is not the time to use the restrooms. Students need to take care of those situations during the passing period. The pass should have the teacher's signature, the time of departure, destination, and the date when permitted to leave the assigned classroom area. The student must come to the office and have someone in the office sign their pass before they can continue to their destination.

## **PARKING LOT**

Students are not allowed to go to the parking lot during school hours, except with a signed pass from a principal/office. The student must give the pass to the parking lot attendant before proceeding to their vehicle. When a student arrives at school they are to go directly into the school building, if they need to go back to the parking lot they must get permission from the office. Violators are subject to disciplinary action.

## RADIOS, MP3 Players, IPOD's, CD PLAYERS, LASERLIGHTS, PAGERS, Sunglasses, AND HATS

Radios, MP3 Players, IPOD's, CD players, pagers, laser lights, sunglasses and hats are not to be brought to school by students and will be confiscated by school personnel. You will be assigned a detention on Monday/Friday and they will only be returned to the parent/guardian **once**.



## CELL PHONE POLICY

Students may have cell phones; however they cannot be used during school hours (defined as when the first bell rings for students to go to class at 7:55 a.m. and the last bell for students to leave at 3:30. Students who have early release need to wait until they have exited the school building to use their cell phone.)

Students will be allowed to use their cell phones during their lunch period.

If you are sick and need to call a parent, you need to go to the nurse office first and they will call your parent. Do not use your cell phone, unless given permission by the nurse to do so. If you use your cell phone without permission, you will be assigned a detention on Monday/Friday.

If you let someone else use your cell phone, it is just like you used that phone. You and the student who used the phone will also be given a detention on Monday/Friday.

### The policy is off and out of sight.

- \* 1<sup>st</sup> offense - return cell phone to the parent
- \* 2<sup>nd</sup> offense - return cell phone to the parent and a \$15 fine
- \* 3<sup>rd</sup> offense - return cell phone to the parent and a \$15 fine
- \* 4<sup>th</sup> offense - keep the phone to the end of the year then return to the parent with a \$15 fine



## ASSEMBLIES AND PEP RALLIES

Orderly conduct is expected when entering, leaving, and participating in assemblies and pep rallies.

## MONDAY AND FRIDAY AFTER SCHOOL DETENTIONS

Detentions that are assigned by an administrator or their designee from the office will be on Monday and Fridays only from 3:30 to 6:30. A student may be assigned a one, two, or three-hour detention. The student will

be assigned and required to complete a character lesson and pass a quiz on that lesson in order for the detention to count. It is the student's responsibility to reschedule work and/or extra-curricular activities in order to attend the detention that they have been assigned to. A student will not be assigned a detention on the same day that the infraction occurs.

## TEACHER DETENTION

Teachers are the first ones in the step of discipline hierarchy that are allowed to assign a detention for classroom rules infractions. Teachers are allowed to give up to 30 minutes of detention before/after school or up to 10 minutes of a lunch detention. The teacher and student will work together to set a time for the detention within three days of receiving the detention. Failure to attend a teacher detention will result in an office referral and further discipline.

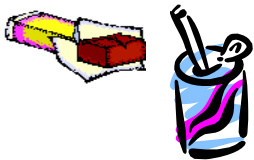
## CAFETERIA AND SNACK BAR

Princeton High School uses the Prepaid Card-less Computer System program. The PCS system is a computerized lunch system that has been set according to state and federal accounting guidelines and will operate as follows:

1. Each student will be issued an ID Account number. Any money sent to school with a student for lunch will go into his/her account - no cash will be given back to the student if a check is the form of payment.
2. Money must be added to student lunch accounts before school, or between classes up until 10:00 a.m.
3. The amount of a regular lunch, snack bar items, and ala carte items, or milk will be automatically deducted from his/her account. A verbal notification will be given to the student when his/her account has only enough money left in it for two lunches.
4. At the end of the school year, money remaining in an account will be credited to the student's account for the next school year.

**\* Princeton High School has a closed lunch period. Students may not leave the building for lunch or have food delivered to the school or brought in by parents or friends from outside vendors.\***

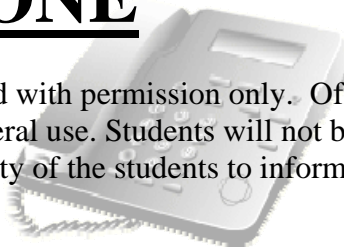
## SOFT DRINKS AND CANDY MACHINES



Vending machines are in the building for the pleasure of the students. **NO FOOD OR DRINK** is allowed in the classroom. Vending machines will be available before school, during lunch, and after school only.

## TELEPHONE

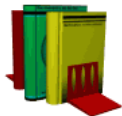
The office phones are to be used only in case of emergency, and with permission only. Office phones are business phones and are not to be occupied by students for general use. Students will not be called from class to take phone calls unless it is an emergency. It is the responsibility of the students to inform parents of this policy.



# GAME TICKETS

During football season, game tickets are sold Monday through Friday during lunch and before and after school at a cost less than at the gate.

# MEDIA CENTER



The Media Center is open to all Princeton High School students from 8:00 a.m. to 3:45 p.m. All books and Media Center materials must be properly checked out before being taken from the Media Center. Lost or damaged books must be paid for before a student is allowed to check out additional books. Fines will be charged for overdue books.

# LOST AND FOUND

All lost and found articles are kept in the office. For lost books, contact the subject teacher, then the office.

# TEXTBOOK RESPONSIBILITY

Textbooks are the property of the State of Texas. They are issued for student use at no charge. Princeton High School is a locker-less school. Students will keep their textbooks at home and a class set is provided in their classroom. If a student has lost or damaged textbooks they must pay for them before a new textbook will be issued.

# GRADE REPORTS

Grading periods consist of approximately six weeks. If in any subject a student receives a grade equal to or less than 70, the parent is requested to contact the teacher involved for a conference.

# Late Work - NO ZERO POLICY

**Students are not allowed not to do the work that they are assigned.**

1. Student does not turn in the work on the day that is assigned
  - a. Consequence - assign tutoring Detention with the teacher the next day.
  - b. The grade for the paper if it is the first late paper for the six weeks is the grade the student would receive if it were turned in on time. The grade for the paper is no higher than an 85.
2. Student does not go to the detention and does not have the work the next day
  - a. Consequence - the student receives a grade of a zero and can be made up at the teacher's discretion.
  - b. If the teacher and the student make arrangements to accept the assignment the grade for the paper is no higher than a 70.

3. Student does not turn in the work after going to detention
  - a. Consequence - the student receives a grade of a zero and can be made up at the teacher's discretion.
  - b. If the teacher and the student make arrangements to accept the assignment the grade for the paper is no higher than a 50.

## PROGRESS REPORTS

Progress reports will be mailed out or e-mailed to the parent/guardian of all students at the midpoint of each six weeks period.

## EXAMINATION POLICY

Six weeks and semester examinations are to count no more than 20% of the six weeks or semester grade.

## SEMESTER EXAMS

Semester exams will be given the last three days of each semester. Students are not allowed to take the exams early.

## SEMESTER EXEMPTIONS

**Senior students** exam exemptions criteria for *both semesters*:

- ✓ Zero absences – 80 average
- ✓ One to three absences – 85 average
- ✓ Four absences – 90 average
- ✓ A student has not been assigned ISS, Friday School, or suspended from school for disciplinary purposes.
- ✓ A student does not have a “U” in conduct.
- ✓ A student has not accumulated more than 7 cumulative tardies per semester for all classes.
  - **If a student fails the third or sixth six weeks, they automatically lose their exemption.**
  - If a student has only partially met the criteria, that student must attend the class they are not exempt from until they take that semester exam.
- ✓ IF a student has met the criteria for all classes, that student is exempt from attending classes during semester exams.
- ✓ **ALL EXEMPT STUDENTS MUST SIGN IN ON DAYS THAT THEY ARE EXEMPT BY 9:00 A.M. OR THEY WILL RECEIVE A ZERO FOR THAT DAY’S SEMESTER EXAMS!!!**

**Junior students** are only eligible for second semester exam exemptions criteria:

- ✓ Second semester – students are eligible to earn exemptions in all courses
- ✓ Zero absences – 80 average
- ✓ One to three absences – 85 average
- ✓ Four absences – 90 average
- ✓ A student has not been assigned ISS, Friday School, or suspended from school for disciplinary purposes.
- ✓ A student does not have a “U” in conduct.

- ✓ A student has not accumulated more than 7 tardies per semester. These are cumulative tardies for all classes, not individual classes.
- ✓ Passes all portions of TAKS
  - **If a student fails the sixth six weeks, they automatically lose their semester exemption.**
  - **If a student has only partially met the criteria, that student must attend the class they are not exempt from until they take that semester exam. The student does not have to attend the classes they are exempt from.**
- ✓ IF a student has met the criteria for all classes, that student is exempt from attending classes during semester exams.
- ✓ **ALL EXEMPT STUDENTS MUST SIGN IN ON DAYS THAT THEY ARE EXEMPT BY 9:00 A.M. OR THEY WILL RECIEVE A ZERO FOR THAT DAY'S SEMESTER EXAMS!!!**

**Sophomore and Freshman students** may earn **second semester** exam exemptions for only TAKS tested courses by meeting the following criteria:

- ✓ Zero absences – 80 average
- ✓ One to three absences – 85 average
- ✓ Four absences – 90 average
- ✓ A student has not been assigned ISS, Friday School, or suspended from school for disciplinary purposes.
- ✓ A student does not have a “U” in conduct.
- ✓ A student has not accumulated more than 7 tardies per semester. These are cumulative tardies for all classes, not individual classes.
- ✓ Passes all portions of TAKS
- ✓ **The student is exempt from taking the semester exam but they still have to attend the class.**

**An absence is an absence regardless of the reason with the exception of school related absences in determining exemptions for semester exams.**

## **TUTORING PROGRAM**

Students who fail a course for the six weeks grading period will be required to go to tutoring before school or after school.

**IF A STUDENT FAILS A SIX WEEKS TEST THEY ARE REQUIRED TO GO TO TUTORING BEFORE/AFTER SCHOOL WITH THAT TEACHER UNTIL THEY CAN BECOME PROFICIENT ON THAT TEST.**

Math and Social Studies Tutoring will be on Monday and Wednesday at 7:30 a.m. to 7:55 a.m. or from 3:30 p.m. to 4:00 p.m. **Math will be in room B213 and Social Studies will be in room B209.**  
 English and Science Tutoring will be on Tuesday and Thursday at 7:30 a.m. to 7:55 a.m. or from 3:30 p.m. to 4:00 p.m. **English will be in room B105 and Science will be in room D205.**

Elective teachers will set up tutoring times with students as needed.

# **SCHEDULE CHANGE**

The master schedule will be completed prior to the end of the school year for the following year. Schedule changes will be made prior to the end of the previous school year. A student must apply for permission to add or drop a course from the counselor. Another course must be added to replace a course that is dropped. This allows for the new school year to begin with as little transition as possible and for teaching and learning not to be interrupted. Schedule changes will not be made because of a conflict with a teacher or to have a class with friends.

Schedule changes for the second semester will be completed prior to the end of the first semester. Schedule changes will not be allowed once the second semester begins.

# **COURSE LOAD**

All students must carry seven courses except under special permission of the principal. A one-hour work release will be granted to juniors or seniors who are enrolled in Diversified Career Preparation.

# **COUNSELORS**

Counseling services are available to all students. For individual guidance, a student should contact the counselor and ask for an appointment. Students should consider the counselor as a person with whom they can discuss both personal and school problems in confidence. The counselor can offer suggestions for solving problems or making decisions; however, the counselor cannot be of help unless contacted by the student.

- ✓ Other counseling services include:
  - Interpretation of test results
  - Parent conferences
  - Scholarship information
  - College admission test information
  - Vocational and career information and/or materials

# **TRANSCRIPTS**

Princeton High School will furnish two transcripts for each student. Additional transcripts will be prepared for a fee of \$1.00 each.

# **HEALTH SERVICES**

School Nurse - The school nurse assumes responsibility in caring for the sick and injured in the school in accordance with school policy; provides health counseling and guidance to pupils, parents, and school

personnel; and provides vision and hearing tests. Every student must comply with regulations of compulsory inoculations set up by the State of Texas.

The nurse's office is located between Rooms 101 and 102 in the east hall of the main building. A nurse staffs it full time. When a student becomes too ill to remain in class, he/she should notify the teacher and report to the nurse's office or the principal's office to wait until a parent or guardian comes to the school to get them.

## MEDICATION



All medication must be kept in the nurse's office. This includes over the counter medication. Prescription medication must be in the original container with the doctor's instructions on it.

## SCHOOL DANCES

The following rules serve as guidelines for all Princeton High School dances. Rules may be exempted only with administrative approval.



1. Only school-affiliated organizations may use school facilities for dances.
2. At least 1/2 of the attendants are to be current Princeton ISD students.
3. All outside guests are directly responsible to the dance sponsors.
4. Dances must be scheduled at least two weeks in advance.
5. A list of attendants must be filed with the principal 36 hours in advance of the dance. No tickets will be sold at the dance.
6. There must be one chaperon for each ten attendants at the dance.
7. Student handbook regulations apply to all attendants.
8. A uniformed security officer must be obtained for routine patrol of the parking areas.
9. Attendants will not be allowed to return if they leave the dance.
10. Sponsors and chaperons will not be responsible for attendants if the attendants leave the dance or at the conclusion of the dance.

### Prom Guidelines:

1. Princeton High School Prom is limited to students at Princeton High School in grades 11 and 12.
2. Princeton High School students in grade 9 & 10 may attend the prom if they are a date of an 11<sup>th</sup> or 12<sup>th</sup> grade Princeton student. Students below 9<sup>th</sup> grade are not permitted to attend.
3. Dates from other districts are permitted if they are an 11<sup>th</sup> or 12<sup>th</sup> grade student and the principal of the school they are attending signs a permission form stating that they are a student of that school and in good standing. All of Princeton ISD code of conduct rules will apply to these students.
4. Former Princeton ISD students are permitted to attend prom if they are a date of an 11<sup>th</sup> or 12<sup>th</sup> grade student. Students who are out of school and did not attend Princeton High School will not be allowed to attend. There is a stipulation on dates no longer attending school. No one will be permitted who is over the age of 21. The former Princeton ISD student must provide a copy of their driver license to prove that they are under the age of 21. All of Princeton ISD code of conduct rules will apply to these students.
5. The hours of Prom will be from 7:00 p.m. to 11:00 p.m.
6. All Prom attendees are subject to Princeton ISD Discipline Code while involved with Prom functions.
7. A form of dancing or behavior that is sexually suggestive is not permitted.

8. Male students should wear tuxedos or suit jacket, shirt and tie, and dress slacks. It is permissible for the males to remove their jackets, but they are not permitted to remove or unbutton their shirts.
9. When considering the purchase of a dress or gown, please keep the following in mind:
  - a. Gowns or dresses must be in good taste, and cannot be designed in such a way that exposes the midriff; the back is exposed below the waistline or exposes the sides or front of the body.
10. Students who leave the Prom are not allowed to return. If a student has to go to their vehicle, a school official or a police officer must accompany them.
11. Students assigned to AEP/ISS/ Suspended are not permitted to attend Prom.
12. Students must be in good standing in regards to discipline and attendance in order to attend prom.

## **HALLS AND RESTROOMS**

The greatest confusion in any school is usually in the halls between classes and at lunch. Even though it is expected that students will visit during class changes, there should never be any running, scuffling, shouting, or unruly behavior in the halls.

Students are not to congregate in the restrooms at anytime. The restrooms are not lounge areas and are not to be treated as such.

Students should be in their rooms and in their seats when the tardy bell rings.

## **PASSING PERIOD**

The purpose of passing periods is to move from one class to another and to use the restroom facilities. It is not to socialize or to have free time. We have a five-minute passing period and students need to be moving from one class to another or utilizing the restroom facilities. They are not allowed to congregate in large groups and visit. There will be a one-minute warning bell for students to get to class on time. If a student is not in class sitting in their seat when the tardy bell rings, they are considered tardy.

## **TARDIES**

Students are tardy if they are not in their seat when the tardy bell rings.

1<sup>st</sup> tardy – verbal warning

2<sup>nd</sup> tardy – detention with teacher for a minimum of 15 minutes

3<sup>rd</sup> tardy – detention with teacher for a minimum of 30 minutes

4<sup>th</sup> and subsequent tardy – detention after school from one to three hours, ISS, Suspension, Truancy

## **ARRIVAL AND DISMISSALS**

Student - Students will not be allowed to enter school until 7:00 a.m. unless the principal grants special permission. After 3:45 p.m. no students will be allowed in the building without permission from school personnel.

Teacher - Teachers will report to work at 7:45 a.m. each school day and will be allowed to leave at 3:45 p.m. Teachers will be available for parent-teacher conference from 7:30 a.m. to 7:55 a.m. or from 3:30 p.m. to 4:00 p.m.

# ORGANIZATIONS

All student organizations shall be under the supervision of a faculty advisor. Regulations concerning eligibility for membership, activities, and other details shall be developed and approved by the principal. This information is available to students upon request.

No student shall be denied membership in any school organization or activity based on sex, race, or religious preference.

Law in public schools and in the State of Texas forbids fraternities and sororities.

There shall be no hazing or initiation in any organization at Princeton High School. All students are equal in the eyes of the school. No special rights or privileges belong to any student, group of students, or organization.

All plans to raise money in the name of the school organization must be approved by the school principal. All monies raised and all items bought with such monies are the property of the school and not the organization. All high school organizations' funds will be deposited and dispersed from a single high school fund.

# PARKING

School board policy states all students must park in the student parking lot. Students must purchase a parking permit (\$25) and will be charged a replacement fee (\$5) if a permit is lost or stolen. Vehicles that do not display a proper parking permit or are illegally parked will be towed at the owner's expense. The District has the right and authority to search vehicles and other items under reasonable suspicions.



# STUDENT I.D.

Students are required to have their I.D. at school at all times. I.D. cards are required for attending school functions and to certain events. I.D. cards will be used to check out textbooks, library books, and to purchase lunches. Replacement ID cards will cost \$5.

Students are required to use their ID for lunch. If a student does not have their ID, the consequence will be:

One-hour detention on Monday or Friday or In School Suspension.

# VISITORS TO THE SCHOOL



All visitors must report to the principal's office upon entering the campus. Princeton High is a closed campus and only parents/guardians or persons approved by the administration may visit school to eat with students. No visitors will be allowed in classes unless given permission by the principal.

# POLICE QUESTIONS/APPREHENSION

School authorities are asked to cooperate with officers of Law Enforcement Agencies, Social Services, Child Protection Agencies, and others in their pursuit of alleged crimes, child abuse cases, child welfare cases, and other investigative procedures that involve students in school.



## MISSED WORK POLICY DUE TO ABSENCES



A student will be allowed two days per each day of excused absence in order to make up missed work. It is the students responsibility to get the missed work from their teacher. After the two days that are allowed the missed work will follow the No- Zero Policy. This does not include school absences for extra-curricular events. You need to work with the teacher to get work prior to your absence and keep up with all work that you miss. Work that is late due to a school related absence will fall under the late work – no zero policy.

## RE-TEST

Students who fail a major test may re-test one time per class per six weeks. The re-test grade cannot be higher than a 70.

## TAKS TESTING

The state of Texas requires the following assessments called the Texas Assessment of Knowledge and Skills:

**9<sup>th</sup> grade** – Reading & Math

**10<sup>th</sup> grade** – English Language Arts, Math, Science, & Social Studies

**11<sup>th</sup> grade** - English Language Arts, Math, Science, & Social Studies

Princeton High School will deliver a curriculum that will enable the students to pass these tests if the student applies themselves, works hard, and studies.

The TAKS Test will count as 20% of the student's final grade in each subject tested. Students who fail the TAKS test will either go to summer school for remediation, attend tutoring before or after school, or will be assigned to a TAKS remediation course the following year.

