

# JH-HS STUDENT HANDBOOK



**2023-2024**

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The Princeton R-V School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Jerry Girdner, Superintendent  
1008 E. Coleman  
Princeton, MO 64673  
Telephone No: (660)748-3211

For further information on Notice of Non-Discrimination, see the list of OCR Enforcement Offices for the address and phone number for the office that serves your area, or call 1-800-421-3481.

**PRINCETON R-V SCHOOLS**  
**MISSION STATEMENT**

The faculty and staff of the Princeton R-V School District believe that all students can learn. We strive to foster the academic and social/emotional development of all children by setting levels of high expectation for learning and providing a safe and orderly school environment.

**DESIRED EXIT BEHAVIORS FOR STUDENTS**

Princeton R-V faculty and staff identify the following as characteristics a Princeton R-V graduate should possess:

**Self-esteem**

Includes self-confidence and adaptability

**Motivation**

Includes life-long, self-directed interest in learning

**Responsible Citizenship**

Includes concern for others and global awareness

**Cognitive Skills**

Lower to higher levels of thinking including creativity

**Process Skills**

Problem solving, decision-making, communication, personal relations

## PHILOSOPHY FOR THE PRINCETON R-V DISTRICT

The Princeton R-V School District believes it is our responsibility to provide opportunities for each child to develop their potential as a contributing citizen of our democratic society.

I. To meet this responsibility we must:

- Provide experiences that will assist our children to accept, as their own, the values important for the continuation of a democratic society.
- Introduce our children to an ever-widening awareness of the physical and chemical world and universe in which they live and encourage those who could, to contribute to our democratic inheritance.
- Help our children plan for a satisfying future, both as a producer of goods and services, and as a consumer, by helping them make appropriate vocational choices and by helping them learn to manage finances wisely.
- Prepare our children for the fullest enjoyment of the fruits of their inheritance and of their own labor by introducing them to the fine arts and to activities which are truly recreational.
- Help our children maintain their physical and mental health, not only by specific experiences, but by making these an objective of all school experiences.
- Constantly be aware of the individual interests and abilities of our children so that we can provide the individual experiences most appropriate for each child.

II. The aim of our school is to provide experiences for the students that will enable them to acquire the abilities to:

- Discover facts and answers for problems in a logical manner, and to use an organized problem solving technique in daily life.
- Develop skills, concepts, and values in computation and communication that will be needed by the individual in their chosen place in our society.
- Develop the ability and desire to continue the process of education beyond formal schooling.
- Develop an understanding of self that approaches reality.
- Be able to set personal goals.

III. The true measure of how well we have educated the child is the values, ideals, concepts, and skills each has developed, and how well they use the available knowledge. The body of knowledge learned is important, but the value of a body of knowledge lies in its usefulness and availability.

# 2023-2024

## Princeton R-V School District

BOD APPROVED 3/13/23

July '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15				19
20			23	24	25	26
27	28	29	30	31		

September '23						
S	M	T	W	T	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17		19	20	21	22	23
24	25	26	27	28	29	30

October '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25			28
29	30	31				

November '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14		16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Aug 16 New Teacher In-Service  
 Aug 17-18 Teacher Work Days  
 Aug 21 Teacher Work Day  
 Aug 22 1st Day, Dismiss @ 12:30

Sep 4 Labor Day, No School  
 Sep 18 No Classes, Teacher In-Service

Oct 20 End of 1st Quarter  
 Oct 26 No Classes-PD  
 Oct 26 Parent Teacher Conferences  
 Oct 27 No School

Nov 22-24 Thanksgiving Break-No School

Dec 15 End of 2nd Quarter/Dismiss @ 12:30  
 Dec 16-31 Winter Break-No School

Jan 1 Winter Break-No School  
 Jan 2 No Classes, Teacher In-Service  
 Jan 3 Classes Resume  
 Jan 15 No School- MLK JR, Day





Feb 12 No Classes, Teacher In-Service  
 Feb 19 No School- President's Day

Mar 8 End of 3rd Quarter  
 Mar 15 Early Out 12:30, Teacher In-Service  
 Mar 29 No School-Good Friday

Apr 1 No School  
 Apr 15 No Classes, Teacher In-Service

May 17 Last Day of School/Dismiss @ 12:30

Make-Up Days are built into the calendar & the last day is May 17

**Key**  
 Teacher In-Service Day  
 Classes Resume  
 No School  
 Early Dismissal

165 Full Student Days @ 6.6 hours = 1089
4 Early Dismiss Days @ 4.1 hours = 16.4
<b>169 Student Days Total Hours = 1105.4</b>

9 Teacher in-Service Days, 178 Total Student & In-Service Days, Make-up Days are built in Days in Qtr 1(42), 2(35), 3(45), 4(46)

January '24						
S	M	T	W	T	F	S
			3	4	5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11		13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29		

March '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14		16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
S	M	T	W	T	F	S
			2	3	4	5
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16		18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## PHS 2023-2024 Bell Schedule

8:00 – 8:47	1 <sup>ST</sup> HOUR
8:50 – 9:37	2 <sup>ND</sup> HOUR
9:40 – 10:27	3 <sup>RD</sup> HOUR
10:30 – 11:17	4 <sup>TH</sup> HOUR
11:20 – 12:29	5 <sup>TH</sup> HOUR
11:17 – 11:42	FIRST LUNCH SHIFT
12:07 – 12:32	SECOND LUNCH SHIFT
12:32 – 1:19	6 <sup>TH</sup> HOUR
1:22 – 2:09	7 <sup>TH</sup> HOUR
2:12 – 3:00	8 <sup>TH</sup> HOUR

Princeton High School will open its doors each day at 7:45 a.m. Students are not to be in the school building later than 3:30 p.m. unless supervised by a teacher.

Listen to KAAN (95.5 FM), KTTN (92.3 FM, 1600 AM), Facebook or text alerts for announcements of school closings.

## TELEPHONE EXTENSIONS

During the course of the school year, parents may need to contact a teacher to discuss their child's progress in school. The following information is provided to assist parents in this process.

All teachers should be available from 8:00 am to 8:15 am and from 3:15 pm to 3:30 pm each regular school day. In addition, each teacher has a daily prep period. Parents may contact the desired teacher during their prep period if a conference is needed. Phone Number: 748-3490 or 748-3211 (Extensions listed below)

TEACHER	PREP PERIOD	PHONE EXTENSION
High School Library		261
Dale Bagley	9:40-10:27	246
Carissa Bauer	8:50-9:37	249
Rebecca Bickel	8:00-8:47	247
Beth Boxley	8:00-8:47	246
Damon Collins	9:40-10:27	239
Bill Goodin	8:00-8:47	237
Heather Hall	n/a	222
Tina Holt	9:40-10:27	243
Kurt Meighen	n/a	258
Bubba O'Brien	1:22-2:09	245
Jessie O'Dell		257
Nathan Powell	2:12-3:00	239
Mike Schmidli		236
Jane Schroder	8:50-9:37	248
Becci Shew	1:22-2:09	253
Ethan Sticken	2:12-3:00	240
Rachael Sticken	2:12-3:00	251
Mike Tipton	12:32-1:19	241
Scott Ussery	8:50-9:37	239,261

If the need arises to call your child at school or if you should need to talk to an administrator, counselor, or district staff member, please call the appropriate extension listed below:

### High School

Stacy Meinke, HS Administrative Asst.	224
Heather Hall, HS Counselor/At-Risk Coord	222
Mike Schmidli, Athletic Director	236
Dana Seymour, HS Principal/A+ Coordinator	226

### Elementary

Tamme Schwartzkopf, Elem. Administrative Asst.	231
Lori Puls, Elem. Counselor	285
Wes Guilkey, Elem. Principal	230

### District

Jeri Alderson, Financial Officer	223
Jerry Girdner, Superintendent	225
Sylvia Pauley, Food Service Manager	234
Kim Rardon, School Nurse	232
Carrie Goodin, Supt. Admin. Asst.	221
Merideth Ussery, Sp. Ed. Dir./504 Coord.	229

## HIGH SCHOOL PROGRAMS & COURSE INFORMATION

### **ATTENDANCE POLICY**

ATTENDANCE (GENERAL PROCEDURES) Regular attendance and participation in classroom instructional activities provide essential steps to achieving the educational objectives for each class. The Princeton Junior/Senior High School faculty/staff expects every student to attend school and all assigned classes every day. We encourage parents to discuss good attendance with students and to excuse them only for an illness or other emergency. We believe JR HI /HS students must learn the valuable concepts of attendance and punctuality for their maturation and acceptance of their responsibility for their actions. Good school attendance prepares teenagers for attendance requirements placed upon them as adults.

Poor attendance at work sometimes leads to job dismissal; poor attendance at school results in loss of instruction. When students miss class, they miss the material covered, the opportunity to interact with the teacher as well as other students, and the opportunity to pursue learning opportunities available only in the classroom interaction. The faculty/staff cannot teach students who do not attend school. In dealing with attendance, as well as all other areas, parents and the professional faculty/staff must work as partners.

We understand that many activities outside the school curriculum provide worthwhile educational experiences, and we do not intend to limit these experiences. We do, however, ask parents to make every effort to schedule these activities outside the regular school day and year. As we often say, “**When you miss school, you miss out.**” The net effect of an unexcused absence or absences may be a reduction in the student’s grade. Additionally, students who have accrued unexcused absences may be required to attend after school classes or Saturday classes to complete classroom work covered in their absences. A student’s attendance record is important as it becomes a part of his/her permanent lifetime record on their high school transcript. College admission offices and potential employers will carefully evaluate school attendance. Students with regular attendance generally earn higher grades than those students with poor attendance.

All medical appointments should be made outside the regular school day whenever possible. **Princeton High School allows students eight (8) absences per semester. An absence is defined as missing all or any major portion (more than 20 minutes) of one or more class periods. Any absences beyond eight (8) will automatically be unexcused and will result in a 2% reduction per day of all quarter grades.**

All absences, even beyond the eight-day limit, must be verified by a parent phone call to the HS office within forty-eight (48) hours at (660) 748-3490. If the office doesn’t receive a phone call, the absence may be treated as truancy. The administration will contact the parent(s) via mail when any student reaches his/her 5th and 8th absences. While the school will make these contacts, ultimately the student must monitor his/her own attendance. We also encourage parents to monitor attendance through Lumen Parent Portal. If a student and his/her parent(s) feel justified that extraordinary circumstances have contributed to reaching the eight-day limit, they may appeal to the principal. The student/parent(s) must complete and file an appeal form within five days from the receipt of the letter from the principal. The principal and counselor will review the appeal and determine the necessity of a hearing from the Attendance Review Committee: the principal, counselor, and at least two teachers. Absences that do not count toward the eight-day limit include authorized school activities and out-of-school suspensions.

Students attending school-sponsored activities assume full responsibility in securing and completing make-up work from all classes that they miss. If the students do not contact the teacher(s) or do not complete the work in the allotted time, they will not receive credit for the assignments. Parents MUST contact the school and give the reason for the absence (no notes).



The high school number is (660) 748-3490. An excuse phone call will not be accepted after 48 hours. School officials will determine whether the absence is excused or unexcused. Should the parent decide not to give a reason for the absence, the absence is unexcused. Students will be allowed to complete all work missed due to the absence; however, the daily attendance grade will be reduced 2% for each unexcused absence for all grades for that quarter. The student must initiate the make-up work upon immediate return to each class. If the student knows of the assignment or test before his/her absence, the teacher may request that the work be done the day of return. The classroom teacher will determine the make-up work and the time allotted for the work. Should a grievance concerning the time allotted for make-up work arise, the principal will make the final decision. Work not completed in the allotted time will result in a zero. Parents should contact the principal prior to a lengthy absence. Homebound programs are available. If vacations must be taken during school time, assignments for homework must be secured before the student leaves school. Students sent home for disciplinary reasons will be unexcused for all classes missed, and the daily attendance grade will be reduced 2% for that semester.

The Princeton R-V School District does not sanction any skip days. Students involved in a skip day will be unexcused. Students who do not attend school but do attend work or a school activity will receive an unexcused absence for the day, and the daily attendance grade will be reduced 2% for all grades for that quarter. The building principal will use discretionary methods in dealing with procedures for making up work, reporting absences, etc. Students must supply the principal/office personnel with a note from any doctor/dentist appointment to verify the time and date of appointment. PHS will excuse students for travel time and the actual appointment only. If PHS does not receive the note within 48 hours of the absence, it will be counted as unexcused. Students visiting colleges must supply a form verifying the college visit. Students may get forms from the counseling office or the principal's office.

The Compulsory Attendance Law ([www.dese.mo.gov](http://www.dese.mo.gov)) Section 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year. • The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases. • Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend. • Who bears the primary responsibility of ensuring that a child within compulsory attendance age regularly attends one or a combination of schools as required by law? Every parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district has the primary responsibility of ensuring that the child regularly attends school. A parent, guardian or custodian of a child or children who do not regularly attend school may be reported to the Department of Social Services, Children's Division, or to the county prosecutor's office. A violation of the compulsory attendance law is a class C misdemeanor.

**ATTENDANCE (ACTIVITIES)** To attend an activity sponsored by the school or held at the school/opposing school, a student must arrive at school by noon on the day of the activity if he/she has missed that morning. If the absence covers one or more days, the student must attend all day of the activity. If a student leaves school throughout the day, he/she may not attend any activity after school. Some excused absences may be arranged with the principal before the absence occurs. If students leave the premises during an activity, they will not be readmitted. PHS does not allow pets at activities. If students do not attend school but do attend an activity, they will be asked to leave or receive an unexcused absence for the day.

## **EXCUSED ABSENCES**

**Short-term illness** – Illness that would be detrimental to the student and or others to be at school or illnesses deemed by a physician that warrants to be excused from school (one to two days). A note or phone call from parents is required. Students will not be given an excused absence because of illness if it is verified that they reported to work.

**Extended absence** – due to illness or injury of three or more consecutive days considered beyond the control of the student. Doctor's verification is required.

**Professional appointments** – Dentist, doctor, counselor, or legal appointment that cannot be scheduled outside the regular school day. Verification is required.

**Funerals** – Death in the family or close friend or relative.

**Non-School Related Activities** - Activities that are recognized and sanctioned by a governing body or approved by the principal that the student involved has been chosen or recognized for honors or competition. Prior approval by the principal must be granted for non-school related activity absence.

**Drivers Test** – Students will be excused one time per year to take their driver's test.

**College Visitation Days** – Seniors will be allowed two college visit days per semester. Juniors will be allowed one college visit per semester. Prior notice to the office and verification is required.

## **Trips During School Hours**

A student's regular attendance in the classroom is an essential ingredient of the educational process. The self-discipline and sense of responsibility which students acquire clearly relate to post high school experiences in the world of work or in additional educational endeavors. Regular school attendance is required by Missouri law and is essential to the academic performance of each student. The Princeton School Board, school administration, and teachers place a high value on student attendance and continue to establish high standards for the students. The following attendance policy relates to students attending activities during school hours in relation to their attendance percentage. Students must have a 90% attendance record to attend school held trips during school hours. This will NOT affect any after school activities. Excused absences will be taken into consideration by the administration to determine the 90% attendance. School Held absences do not affect or change a student's percentage of daily attendance. A student's percentage of attendance will decrease each and every time a student is gone from school or signs in or out of school at any time during the school day. An absence of any kind will bring the attendance percentage down regardless of the reason. The Princeton R-V School District encourages students to participate in all activities and strives to put students in the best situation to make them successful.

## **PART-TIME ATTENDANCE**

Part-time attendance is available to seniors who are enrolled in courses on a college campus. Interested students must be on track for graduation, complete a part-time application form, and be recommended by the HS principal and counselor. Each application is subject to approval by the R-V Board of Education

# **CODE OF CONDUCT**

## **STUDENT CONDUCT CODE**

### **General Statements of Policy**

The Student Conduct Code is designed to foster student responsibility, to instill respect for the rights of others, to provide a safe environment for students and employees, and to ensure the orderly operations of district schools. The following policy statements serve to clarify the district's commitment to these goals:

1. We expect all students to act appropriately in the classroom. Behavior which interferes with learning will not be tolerated.
2. The Student Conduct Code is designed to teach young people acceptable behavior. We believe our efforts should not be limited to school hours only. Thus, students attending extracurricular and school sponsored activities are subject to the same disciplinary actions as would be taken for offenses committed on school grounds during school days.
3. No code can be expected to list each and every offense which may result in disciplinary action. It is the intent of the code to list selected offenses which will result in the imposition of a specific penalty. When an offense cannot be readily categorized within the code, the administration will determine a penalty that is consistent with the intent and purposes of the code.

The Student Conduct Code primarily describes punitive actions assigned at the administrative level. Minor classroom disruptions will initially be handled by the classroom teacher. Action taken by the teacher may include, but will not be limited to [1] a conference with the student, [2] a conference with the parent(s) in person or by phone, [3] assignment of extra work, [4] detention before or after normal school hours.

Students guilty of serious violations, or repeated minor infractions will be referred to the principal. Action taken will depend on the nature of the misbehavior, a student's past record, and most importantly the school officials' opinion as to what action is necessary to ensure appropriate behavior by a particular student.

**BEHAVIOR MANAGEMENT PLAN  
PRINCETON R-V SCHOOL**

<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>	<b>LEVEL 5</b>
<b>DETENTION</b>	<b>1 DAY ISS</b>	<b>3 DAYS ISS</b>	<b>1-5 DAYS OSS</b>	<b>5-10 DAYS OSS/REFERRAL TO SUPERINTENDENT FOR FURTHER ACTION</b>
4 TARDIES	5 TARDIES	6 TARDIES	THEFT	
INAPPROPRIATE HORSEPLAY	VERBAL ABUSE TO STUDENT OF A THREATENING NATURE	POSSESSION OF TOBACCO PRODUCTS (E-Cigarettes)	VANDALISM	ILLEGAL WEAPONS
HABITUALLY UNPREPARED FOR CLASS	DISRESPECTFUL ACTION TO STUDENTS, STAFF, OR SCHOOL PROPERTY	STUDENT TO STUDENT HARRASSMENT	VERBAL ABUSE TO A STAFF MEMBER	PHYSICAL ABUSE/ATTACK OF STAFF MEMBER
TRUANCY			HARRASSMENT OF STAFF	
CARELESS DRIVING		3RD TIME OFFENDERS OF LEVEL 1	CLASS A FIGHTING (page 15)	ARSON
PUBLIC DISPLAY OF AFFECTION	SKIPPING DETENTION			OTHER AREAS LISTED IN VIOLATION AGAINST PUBLIC SAFETY/LAW & ORDER
CLASS B FIGHTING (page 15) 2ND TIME CHEATING	2ND TIME OFFENDERS OF LEVEL 1			

Upon the next violation in levels 1, 2 & 3 students will progress to the next level for disciplinary action. Upon the second violation in levels 4 & 5 students will progress to the next level for disciplinary action.

**DETENTION**

Teachers may assign classroom detentions to students who have demonstrated inappropriate academic or social behaviors. Detention assignments take priority over all activities.

**IN-SCHOOL SUSPENSION: (ISS)**

ISS may be assigned to students who violate school policy or who behave in an insubordinate manner toward school personnel. ISS may be assigned for one or more days depending on the severity of the incident and on the number of times a student has been assigned in the past.

Students will be given credit for work completed during ISS and all tests will be allowed to be completed by the student. Students assigned to ISS will have one break in the morning and one break in the afternoon. The monitor will determine the length of those breaks.

Lunch will be eaten in the ISS area. NO ELECTRONIC DEVICES WILL BE ALLOWED IN THE ISS ROOM, unless cleared by the principal.

## SUSPENSION/EXPULSION

If, after serving several detentions, ISS and/or Saturday school, a student's behavior problems still persist, the student may be suspended out-of-school (OSS) for a period ranging from 1 to 10 days. In more flagrant misconduct cases, suspension may be for a longer period of time after an expulsion hearing with the board of education. No school work will be allowed to be made up unless state or Federal law requires.

## DISCIPLINING OF HANDICAPPED STUDENTS

The Princeton R-V School District engages in disciplinary actions related to handicapped students in compliance with federal and state laws and regulations. Any modification of the regular code of student conduct or disciplinary action is made through the Individual Education Program as developed or revised by IEP team members.

## I. VIOLATIONS AGAINST CLASSROOM BEHAVIOR & ACADEMIC PERFORMANCE

### A. GENERAL MISCONDUCT

Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

First Offense: Detention; Parent contact, appropriate measures taken according to the severity of the case, detentions, suspension as appropriate, up to 10 days suspension as appropriate.

Second and Subsequent Offenses: Up to 10 days suspension.

### B. INSUBORDINATION (DISOBEDIENCE)- Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

Toward Staff/Public:

First Offense: Principal Meeting, appropriate measures taken according to the severity of the case, detentions, or suspension as appropriate, up to 10 days.

Second and Subsequent Offenses: Up to 10 days OSS with possible recommendation for long term suspension or expulsion.

Toward Administration: When a student refuses to follow directives given by an administrator, he or she may be subject to the following consequences.

First Offense: Up to 10 days OSS, Parent call to develop a plan for the student's future at PHS.

Second and Subsequent Offenses: 10 days OSS with possible recommendation for long-term suspension or expulsion.

### C. CHEATING

Copying from another student or willingly allowing another student to copy work. Using or possessing a "crib sheet," app, or looking in a book during a closed-book test. Also included in this violation would be plagiarizing an assignment or project.

First Offense: Zero for test or assignment

Second Offense: Zero for test or assignment and Detention

Third Offense: Zero for test or assignment and 1 Day ISS

### **III. VIOLATIONS AGAINST ACCEPTABLE PUBLIC BEHAVIOR**

#### **A. USE OF CELL PHONES AND ELECTRONIC DEVICES ON SCHOOL PROPERTY**

Cell phones are to be left at home, in the vehicle, or placed in a locker at all times. This applies to all students at all times and also includes all smartwatches with communication abilities such as texting and phone calls. There will be a zero tolerance for student personal cell phone or smartwatch possession or use during the school day. No cell phone or smartwatch may be on your person during the school day. The school day is defined as 8 a.m. to 3 p.m.

If a teacher or staff member sees a student in possession of a cell phone or smartwatch they will be asked to surrender the device to the teacher. The teacher will turn the device into the office to be picked up at the end of the school day by the student.

If persistent usage of a cell phone or smartwatch continues or refusal to surrender a device, administration will keep the device until a parent comes in for a conference. Disciplinary action will take place if the problem continues.

First Offense: Confiscation of the cell phone until the end of the day

Second Offense: Detention

Third Offense: 1 Day ISS

Fourth Offense: 1 Day OSS

### **IV. VIOLATIONS AGAINST PUBLIC SAFETY**

#### **A. FALSE ALARM**

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, Detention, 1-180 day suspension, or expulsion

Second Offense: Restitution, ISS, 1-180 day suspension, or expulsion

#### **B. BUS MISCONDUCT**

Bus or Transportation Misconduct Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked

(See page 18 for Bus Transportation)

#### **C. BULLYING AND CYBERBULLYING**

- Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting materials that threaten or raise concerns about violence against others, suicide or self harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Principal/Student conference, Detention, ISS, or 1-10 days out-of- school suspension.

Second Offense: ISS, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in a student's discipline record.

## **V. CONTROLLED SUBSTANCES VIOLATIONS**

### **A. POSSESSION OF OTHER CONTROLLED SUBSTANCES**

Possession of, use of, or attendance under the influence of, controlled substances, alcoholic beverages, or substances represented to be such, and the use of inhalants other than for the intended purpose. This also includes the possession of drug paraphernalia. (Either at school or at school sponsored activities)

First Offense: 10 day suspension (Police referral)

Second Offense: Expulsion (Police referral)

### **B. SALE OR DISTRIBUTION OF OTHER CONTROLLED SUBSTANCES**

Attempting to sell or give away controlled substances, alcoholic beverages, or drug paraphernalia, or products represented to be such. (Either at school or at school sponsored activities)

First Offense: Expulsion (Police referral)

## **VI. OTHER VIOLATIONS AGAINST LAW AND ORDER**

### **A. WILLFUL DAMAGE TO SCHOOL, STAFF, STUDENT, OR PRIVATE PROPERTY**

Any student found defacing, destroying, or otherwise damaging school property in any way will be required to pay for such damages and will be subject to suspension or other disciplinary action. Failure to pay for the damages or make repairs as deemed necessary will result in suspension until restitution is made, with re-admission only upon application to the Board of Education. NOTE: Institutional vandalism is, at the least, a Class A misdemeanor and could be a felony offense depending upon the amount of damage.

**NOTE:** Damage to school property as a result of student conduct, regardless of intent, is subject to restitution and or replacement.

First Offense: Restitution; Parent contact, appropriate measures taken according to the severity of the case, detentions, Saturday detention, suspension as appropriate, up to 10 days suspension as appropriate.

Second Offense: 5-10 day suspension

### **B. FIGHTING — CLASS B**

Minor physical altercation in which both parties have contributed either verbally or by physical contact.

First Offense: Detention

Second Offense: 1 day ISS

Third Offense: 3 days ISS

### **C. FIGHTING — CLASS A**

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action, and in which blows are delivered.

First Offense: 1-5 day suspension

Second Offense: 5-10 day suspension

Third Offense: Expulsion

## D. WEAPON or ARSON

Students are forbidden to bring into school or on to school grounds/property any item that is ordinarily considered to be a weapon. Examples would include guns, explosives, knives, metal knuckles, fireworks, chains, or any other item designed or intended to cause personal injury. Furthermore, students are forbidden from possessing any such item while on school property or while under school supervision and authority. Arson is defined as starting a fire or causing an explosion with the intention to damage property or buildings or cause injury to persons.

First Offense: appropriate measures taken according to the severity of the case, detentions, or suspension as appropriate, up to 10 days.

Second Offense: Up to 10 day suspension and/or Expulsion

NOTE — First offense for guns, explosives, or arson will result in expulsion for a minimum of 365 calendar days.

## ADDITIONAL CONDUCT POLICIES

### Sexual Harassment

The Princeton R-V School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person involved with the district against any person is prohibited. Allegations of sexual harassment will be investigated and, if substantiated, appropriate corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student and/or referral to law enforcement authorities.

### COMPUTER ACCEPTABLE USE GUIDELINES

All students have access to computers and the Internet. Use of these resources will be governed by the following Acceptable Use Policy. Students will be bound by the guidelines stated below, including possible limitation or prohibition of use of school computers for violating said policies. Students must have a Student Acceptable Use Policy acknowledgement form on file before they will be issued a password.

#### Student Acceptable Use Policy for Computer Usage

1. **General**-Princeton R-5 provides all students with electronic access and Internet usage. This policy governs Princeton R-5's entire network and all of those involved.
2. **Internet Usage**-Internet use, on school time, is authorized to conduct school work only. Internet use also creates the possibility of contamination to our system via viruses or spyware. Additionally, under no circumstances may Princeton R-5 computers or other electronic equipment be used to obtain, view, or reach any pornographic or otherwise immoral, unethical, or other non-educational related sites. Doing so can lead to disciplinary action up to and including suspension.
3. **Facebook, Twitter, as well as any other social networking** -There should be no use of social networking done through Princeton R-5's technology access. Photos of students may be used/posted by the school district unless written notification is submitted by parents. Using an alternate route to break through a firewall set by Princeton R-5 to get to a prohibited website is a violation of policy.
4. **Software**-Software needed, in addition to the Microsoft Office Suite of products, must be authorized by an administrator, and downloaded by the IT department. If you need access to software, currently not on the school's network, talk to an administrator and consult with the IT department.



5. **Downloaded Files**-Files are not to be downloaded from the Internet without the prior authorization of administration. Any files authorized for download from the Internet will be scanned with virus detection software before being opened. Students are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before use.
6. **Availability and Access** - Princeton R-5 reserves the right to suspend access at any time, without notice, for technical reasons, possible violations, security or other concerns.
7. **Permitted Use and Term**-Use of access extends throughout a school year, providing the student does not violate the policies regarding the use.
8. **Computer Equipment**-The following policies are designed to reduce repair costs, maintain the integrity of our system and protect Princeton R-5's assets. Students should adhere to the following:
  - Do not keep liquids or magnets near a computer
  - Do not remove any computer from the building without written permission from administration
9. **Violations of Technology Usage Policies and Procedures**- Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations, or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations, and procedures. Students may be disciplined or suspended for violating the district's policies, regulations, and procedures. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### Princeton R-V School Dress Code

The Princeton R-V School District is committed to provide a safe, friendly learning environment for its students. Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and community and is appropriate, safe, and in good taste. No article of clothing may be worn that distracts from the educational process. Building administrators have the final decision as to the appropriateness of all clothing and attire.

1. Vulgar, illegal, and/or sexually oriented statements or suggestions of clothing is not permitted. Any dress or statement which causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is not permitted. Articles of clothing with alcohol and smoking logos and/or profanity are not permitted. No confederate flags or other ethnic or racially biased material.
2. Hats or other head coverings and sunglasses are not permitted to be worn inside the school building during the school day.
3. Shorts, dresses, and skirts must be an appropriate length. **(Mid-thigh)**
4. See-through clothing is not permitted, and bare midriffs are not permitted.
5. Clothing that is ripped, torn, has holes, and therefore is excessively revealing is not permitted. Shirts with cut-out sleeves are NOT permitted.
6. Stomachs, chest, and buttocks must be covered completely at all times.
7. Halter tops, spaghetti straps, and tube tops are not permitted.
8. Footwear must be worn at all times.
9. Appropriate undergarments must be worn at all times, but must not be visible.

Students may change into appropriate clothing they have at school or the office will provide them with appropriate attire. In all cases the articles in violation will be left in the office until the end of the school day.

If a student repeatedly offends, becomes defiant or insubordinate when asked to change clothing, disciplinary action will be taken. Students can refer to the district handbook for further explanation

## **BUS TRANSPORTATION**

It is the intent and responsibility of the Princeton R-V School District to provide safe transportation for students. The rules and procedures concerning disciplinary matters have been discussed and agreed upon by the district. The purpose of all rules is to guarantee the safety of all students and drivers, as well as the safety of others on the roads traveled by buses. The policies regarding student transportation apply to regular routes, field trips, and student activity trips.

Any student living on a turn-around that is not going to ride the bus on the morning route, must PLEASE notify the Bus Barn at 748-4500 that he or she is not riding. Failure to comply with these rules will cause the bus to cease making the turn-around. After 3 times of not riding, the student or parent will have to call each individual time they need to ride the bus to school.

In order to monitor general behavior and to provide documentation of concerns, video cameras are used on Princeton R-V buses. Due to Family Educational Rights and Privacy Act (FERPA), video captured on the bus may only be reviewed by the transportation directors and school administration.

### **After three consecutive bus absences the parents will need to contact the bus barn to resume service.**

Transportation is provided in accordance with state law (RsMO 163.161, 167.291, 167.241). As such, all administrators and staff of the district have the authority to control incidents concerning student actions at the following locations:

1. Within two blocks of the school grounds thirty minutes before and after school.
2. At any place where students represent the Princeton R-V District. This includes bus stops and activity sites.

## **BUS RULES**

- \*Unnecessary conversations with the driver are prohibited
- \*Classroom conduct is expected at all times
- \*The use of tobacco on the bus is prohibited
- \*Students are not allowed to extend their arms or hands out the window
- \*Students must not throw paper, water or other discarded items on the floor of the bus out the window
- \*Students must not try to get on or off the bus or move about inside the bus while the bus is moving
- \*Emergency exits are to only be used in emergency situations
- \*Any damage to the bus should be reported to the driver immediately
- \*If a student becomes a general discipline problem on the bus, he or she may be refused transportation by the Principal/Superintendent

## **VIOLATIONS OF THE BUS RULES**

- \*Any violations of the bus rules will be reported to the Principal's office for disciplinary action. Action may include assigned seating, detention, suspension, and/or suspension from transportation services.

## Medicine - Inappropriate Use

Prescription or over-the-counter drugs, including any represented to be drugs and any paraphernalia used for such purposes, are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district. *Warning: Students should be aware that distribution of prescription medication to a person for whom the medication has not been prescribed may constitute a misdemeanor, even if the medication is not a "controlled substance," as that term is defined by law.*

**First Offense:** (For Use, Possession or Distribution) - up to 10 days suspension pending recommendation for long term suspension; report to legal authorities. Student could lose extra-curricular eligibility.

**Second and Subsequent Offenses:** (For Use, Possession or Distribution) - 10 days suspension pending recommendation for long term suspension, or expulsion; report to legal authorities.

## AT-RISK

The Princeton R-V At-Risk Program provides students with help to succeed in school. The At-Risk Coordinator coordinates with Princeton R-V staff, administration and parents. The At-Risk Team will include the student's teacher(s), parents, the student (when appropriate), building principal, special education department, and two classroom teachers, At-Risk Coordinator, Counselor and School Nurse.

The Princeton R-V At-Risk Team's goal is to assist teachers who have identified students who are experiencing academic, social and/or behavior problems in school. Using a problem-solving approach, the team will assist teachers in identifying research-based, high-quality interventions and by creating a working plan that accommodates a student's difficulties as well as offer strategies for student success and achievement. The At-Risk team will act as a guiding council and resource for all instructors.

- The At-Risk Team meets regularly to monitor students' progress and attendance to ensure students' success in school.
- Referrals may be made by parents, staff, and by the students themselves.
- Some students may be placed in a grade monitoring system. Parents are notified.
- Parents are notified with a letter from the At-Risk Coordinator if their student is receiving a D or F for any given week (excluding the 1<sup>st</sup> two weeks of each quarter, partial weeks of attendance, and during weeks of standardized testing).
- Tutoring is offered free of charge before and after school. Parents or students can arrange for tutoring by contacting the teacher or At-Risk Coordinator.
- The At-Risk Coordinator may schedule conferences with students who need help with homework, deadlines, time management and study skills.
- After a student has been ineligible for several consecutive weeks, that student may be asked to meet with the At-Risk Team to discuss possible remediation techniques.

Questions, comments, concerns and requests concerning the At-Risk program may be addressed to the Princeton R-V At-Risk Coordinator at 660-748-3211, ext. 222.

## **A+ SCHOOLS PROGRAM**

### **STUDENT REQUIREMENTS :**

1. Sign an A+ Student Participation Agreement
2. Attend the designated A+ School for a minimum of three (3) consecutive years prior to graduation.
3. Have at least a 95% attendance rate for the four years of high school.

4. Complete the local standards for graduation and graduate with at least a 2.5 or higher Grade point average (GPA) on a 4.0 scale.
5. Perform fifty (50) hours of approved unpaid tutoring or mentoring.
6. Maintain a record of good citizenship and avoid the unlawful use of drugs/alcohol.
7. Make a good faith effort to first secure all available postsecondary student financial assistance funds that do not require repayment. (The tuition incentives will only be made available to reimburse the unpaid balance of the cost of tuition, books and fees after the federal postsecondary student financial assistance funds have been applied to these costs.)
8. Students must earn Advanced or Proficient on the Algebra I EOC, Advanced / Proficient on a higher level Math EOC, a sub score of 17 on the Math portion of the ACT.

Students must be enrolled in Princeton High School by the beginning of their sophomore year to be eligible to participate in the local A+ School Program, or Transfer with established eligibility from a designated Missouri A+ School.

### STUDENT BENEFITS

Princeton R-V High School students who have met state and local A+ criteria will be eligible to receive reimbursement of tuition and fees while attending an A+ eligible Missouri community college, vocational or technical school as a fulltime student, providing the state funding is continued.

Any questions or comments may be addressed to the local A+ Coordinator at 660-748-3490

## Guidance/Grading Information

### Guidance Services

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns or any question the student may feel he/she would like to discuss with the counselor.

## **SCHEDULING & SCHEDULE CHANGES**

Schedules are created at the end of each school year or during the summer months for the following school session and are available to students prior to the start of the school year during registration. Students have two days at the beginning of each semester during which time they may change their schedule. After the first two days of each semester, schedule changes will not be allowed. Students will not change any class or class schedule without the Counselor and Principal's approval.

## Curriculum

Princeton Junior-Senior High is a comprehensive school. Courses are provided to meet the perceived and expressed needs of students as resources permit. All curriculum planning and course selection will be based on the Career Clusters framework which allows students to create a flexible personal plan of study based on their interests, abilities, and career maturity. Curriculum is reviewed and updated on a regular basis to ensure students are receiving a high-quality education that adequately prepares them for their future endeavors.

## **GRADING POLICIES**

At the beginning of the semester in semester classes or at the beginning of the year in year-long classes, each teacher will distribute a handout explaining grading policies in each class.

In planning for classroom instructional activities and evaluation of student learning, teachers will observe the following guidelines:

1. Tests and quizzes (including semester tests and end-of-the-year tests) shall make up no more than 60% of a course grade each quarter. Semester tests and end-of-the-year tests will be included in second and fourth quarter grades accordingly.
2. All missing work will be recorded as a zero in grade books until work is turned in. On all late work, a 20% grade deduction will be applied. If the unit has already been assessed, no credit will be given.
3. Students who are absent, for any reason other than a school-related activity, have one day to make up work for each day they are absent. If work is given ahead of time, students still have one day for each day they are absent; however, the work assigned the first day absent is due the first day after the student returns to school; the work assigned the second day absent is due the second day after the student returns to school, etc. All missing work will be recorded as a zero in gradebooks until work is turned in.
4. Students with pre arranged absences due to a school activity are responsible for getting their work prior to the day of the activity which requires an absence. Teachers will assign the same assignment to those absent as they assign those present in class. If students miss an activity or a lab that cannot be made up at home or on a school-related trip/activity, teachers will provide an opportunity for make-up once the students return. All work provided prior to the school-related absence is due on the day the student returns to school during the regularly scheduled class period. All missing work will be recorded as a zero in gradebooks until work is turned in.
5. Homework, lab work, reports, and other items shall comprise the remainder of the course work.
6. Participation points may be used, but cannot be counted against a student who is absent from school. As a general rule, participation points for core classes should not exceed 5% of a student's grade.
7. Each student shall have the opportunity to earn at least two grades each week.
8. In order to maintain consistency among all grading practices, semester grades will be determined by averaging the preceding two quarter grades.
9. Extra credit cannot raise a grade by more than 10%.
10. Teachers may not assign a percentage higher than 104% for non-weighted courses.

Students have the right to see and discuss their grades with the teacher in a confidential manner. Student grades are considered confidential and should not be revealed to other students.

### **Grade Reports and Progress Reports**

- Report Cards are published at the end of each quarter and are either mailed home or sent home with students.
- Progress Reports are sent home mid-quarter for all students earning a D or below.
- A+ information is included on the quarterly grade card.
- A student's progress can be viewed daily by accessing the Lumen Student Information System.
- Parents may be contacted for a conference at anytime.
- On occasion, reports may be sent by certified mail.

## **GRADING SYSTEM**

Grades are awarded in comparison with the standards of achievement expected of a student in that grade and in comparison with others in that class. Grades are a uniform system for comparing student knowledge and ability. Weighted grades (A+) are only assigned to weighted courses. All other classes utilize the following system to record grades:

A	96 - 100
A-	90 - 95
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	0 - 59

## **HONOR ROLLS**

Students may be listed on the honor rolls by attaining the following criteria. Honor roll is based on quarter grades. For the grading period in consideration:

1. A student must be enrolled full-time or be attending a post-secondary institution in addition to attending high school.
2. A student must not have been suspended during the grading period.
3. A student may not be failing a class.

A Honor Roll - 3.5 - 4.0 GPA

B Honor Roll - 3.0 - 3.49 GPA

## **WEIGHTED CLASSES/GRADES**

Students earning a grade of "C" or higher in the courses listed below shall receive an advanced grade for the class. A grade one step higher on the grade scale (ex: C becomes C+) shall be awarded for students meeting previously noted conditions. Grades will be weighted each semester. It is possible to earn a 4.33 or A+ for a class grade. Online and on-campus college classes taken for college credit will also be awarded weighted high school credit; all courses must first be approved by the counselor principal.

Calculus

Anatomy & Physiology

Psychology/Sociology

Approved college courses

Trigonometry/Statistics

Physics

Algebra III

Chemistry 2

## **CLASS RANKINGS**

Class rankings are based on a cumulative grade point average (GPA) from semester grades earned during grades 7-8 (JH class rank) and 9-12 (HS class rank). Only classes taken on the Princeton R-V campus, approved college courses, and approved transfer credits will count toward GPA.

For students transferring in from another school district, grades transferred will be included in the GPA according to the sending school's policy.

To qualify for Princeton R-V valedictorian/salutatorian, a student must have been enrolled at Princeton R-V for their junior and senior year. Any student with any educational program modification will not qualify for the valedictorian/ salutatorian or be eligible for National Honor Society.

## **DUAL CREDIT CLASSES**

Students interested in taking online classes for dual credit (high school and college credit) are encouraged to do so. The cost of the course tuition, books, and fees are the responsibility of the student, but the school will provide a period during the day for the student to work with a supervisor/instructor as well as computer access. Juniors must have a 3.5 GPA at the end of first semester of their sophomore year to be eligible to take dual credit classes; seniors must have a 3.0 GPA at the end of first semester of their junior year. Attendance, course completion, earned credits, and discipline history will also be reviewed by administration prior to a student's placement in dual credit courses. If a student takes an online course for elective credit, then drops the course or withdraws from the course, they will be transferred into an available high school class. If the student is enrolled in an online class to replace a core credit necessary for graduation, they will be transferred into that core class if possible. A placement test will be required, such as the Accuplacer or ACT, to help determine eligibility. Each dual credit class has specific GPA & placement score requirements. Students will be required to comply when asked by the administration, counselor, or supervising teacher to view their course

progress and/or grade. Grade checks will be done weekly. The final semester grade assigned by the college will be placed on the student's high school transcript. High school diploma and final official transcripts will be withheld and the course grade will be an "incomplete" until dual credit course fees are paid in full to the applicable college (i.e., NCMC). Any student who earns a B (83%) or better in their dual credit course will receive a 20% per credit refund. Interested students should contact the counselor for more information.

### **COLLEGE PREPARATORY CERTIFICATE**

Students have the opportunity to earn a College Preparatory Studies Certificate in addition to a diploma at the time of graduation. This certificate signifies that the student successfully completed a rigorous academic program in high school by exceeding the state's minimum graduation requirements, in addition to maintaining a 95% attendance rate in grades 9-12. Course completion, GPA and ACT scores are also examined. See counselor for specific certificate requirements.

### **Decreased Credit Requirements**

For every semester a student participates in "Launch" style of school, their total number of credits will decrease by 1. This will be capped at 24 (as 24 is the state requirement). For example, if a student does Launch for two years, their total number of required credits will be 26.

## 2023-2024 PHS Graduation Credit Requirements (grades 9-12)

No. of Required Credits	Category	Required & Possible Class Choices
4	English	Eng 9, Eng 10, Eng 11, Eng 12, Composition, Eng 101/102 ( <i>College Level</i> ), Masterpieces in Literature
3	Social Studies	<b>American History</b> , World History, <b>Government</b> , Modern American History, <i>Psychology/Sociology</i> , Current Events, Geography, Economics, <i>DC American History</i> , <i>DC American Government</i>
3	Science	Adv. Physical Science, Biology I, Biology II, Chemistry I, <i>Chemistry II</i> , <i>Anatomy &amp; Physiology</i> , Life Science, <i>Physics</i>
3	Math	Algebra I, Geometry, Algebra II, <i>Algebra III</i> , <i>Trigonometry/Statistics</i> , <i>Calculus</i> , Pre-Algebra 9, Basic Math
1	Fine Arts	Band, Choir, Art I, Art II, Mixed Media, Basic Design I, Basic Design II, Wood Arts & Crafts, Graphics-Yearbook
1	Practical Arts	Any combination of classes in Industrial Arts, Agriculture, Business, Computer Science or Family & Consumer Science
1	Physical Ed.	P.E., Strength and Fitness, Lifetime Sports
½	Health	<b>Health</b>
½	Personal Finance	<b>Personal Finance</b>
1	Technology	<b>Computer Applications</b> , Desktop Publishing, Web Design
12	Electives	Vo-Tech or Any combination of classes from ANY category
<b>30 Total Credits Needed for Graduation</b>		<b>(28 Total Credits for 2-year Vo-Tech Students)</b> <b>(29 Total Credits for 1 year Vo-Tech Students)</b>

Courses typed in bold are specific courses required for graduation. Italics denote weighted courses. PHS accepts transfer credits from other accredited high schools.

**ADDITIONAL GRADUATION REQUIREMENTS** All requirements are to be met prior to graduation; documentation must be provided:

- Pass the MO and the US Constitution Tests and Civics Exam
- Participate in a mock job interview (usually done in 12<sup>th</sup> grade)
- Complete CPR training (completed on campus senior year; unexpired certification gained outside school will be honored)
- Meet individually with the counselor at least twice during senior year
- 10 Community Hours



## **REQUIREMENTS FOR EARLY GRADUATION**

All students are required to attend eight semesters in grades nine and above except that permission may be granted to graduate after seven semesters under the following conditions if minimum graduation requirements have been met:

1. Financial hardship -When a student must leave school to assist the family due to financial obligations. In this event, a letter must be submitted by the student and/or parent(s) making a formal request for early graduation.
2. Health concerns - When a student is unable to attend school because of health problems, a letter must be submitted by the parent(s) if the student is less than 18 years of age. A physician must affirm the illness and reasons for the release. In such cases, homebound instruction may be a viable option

## **HOME SCHOOLING**

Home schooled students who request to attend Princeton Schools must show the administration proof of work, all curricula and documentation. All home schooled students wishing to enroll at Princeton R-V must be tested prior to enrollment to determine appropriate grade placement. In order to be eligible for participation in MSHSAA extra-curricular activities, students must meet the appropriate eligibility guidelines.

## **2023-2024 Princeton Jr. High Course Requirements (grades 7-8)**

<u>Category</u>	<u>Required Class Choices</u>
English	English 7, English 8
Social Studies	History 7, History 8
Science	Science 7, Science 8
Math	Math 7, Math 8
Phys. Ed.	PE 7, PE 8

Block Class Elective Options  
(Rotate Quarterly)

Art, FACS, Computers, Agriculture,  
Health, Careers, Reading and others

Year-long Class Elective Options

Band, Choir

## Junior High Promotion Policy

Students in grades 7 -8 will be promoted to the next grade if they earn a 60% or greater in the 4 core classes offered for the year (semester 1 & semester 2 average), 75% of block classes taken, and PE. Core classes are math, English, science and social studies.

## **HEALTH SERVICES**

Princeton R-V has a full-time nurse available for medical assistance as needed by students. Students who need to see the nurse must first sign out at the high school office before going to see the nurse. The nurse will also call the high school office to confirm the student's arrival at her office in the elementary building. Students must again sign in, if and when they return to class. It is important that parents provide the school with emergency phone numbers and other pertinent information in order to adequately assist students with their health concerns. Failure to do so could result in delays in medical attention. Parents may contact the nurse at 660-748-3211 ext 232 to discuss any special needs or concerns for their child.

### **Medications in School**

Due to the fact that students sometimes require medication for illness during the school day, the school district will provide for administration of medication, although it is not legally obligated to do so, but only if the student/parent is willing to comply with the guidelines of the district for administration of medication. Self-administration of medication may be allowed if ordered by a doctor and only if certain conditions are met.

In accordance with the complete policy approved by the Princeton R-V Board of Education students in grades 7-12 are allowed to self-administer their over-the-counter medication but prescription medication must be stored with the school nurse.

### **Communicable Diseases - Students**

#### Purpose

The Board of Education recognizes its responsibility to protect the health of students and employees from the risks posed by infectious diseases. The Board also has the responsibility to uphold the rights of affected individuals to privacy and confidentiality, to attend school and to be treated in a nondiscriminatory manner.

#### Universal Precautions

The district requires all staff to routinely observe universal precautions to prevent exposure to disease-causing organisms, and the district provides necessary equipment/supplies to implement universal precautions.

#### Categories of Potential Risk

Students with infectious diseases that can be transmissible in school and/or athletic settings (such as but not limited to chicken pox, influenza and conjunctivitis) are managed as specified in: (a) the most current edition of the Missouri Department of Health document entitled: Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, and Day Care Operators and (b) documents referenced in 19CSR 20-20.030 and (c) in accordance with any specific guidelines/recommendations or requirements promulgated by the local county health department.

A student infected with a blood borne pathogen such as the Hepatitis C Virus (HCV), or the Human Immunodeficiency Virus (HIV) poses no risk of transmission through casual contact with other persons in a school setting. With consideration given to the exceptions listed herein, students with one of these viruses shall be allowed to attend school without any restrictions, which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional situations: There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncoverable, oozing skin lesions), which could potentially be associated with transmission of both blood borne and non-blood borne pathogens. No student, regardless of whether he or she is known to be infected with such pathogens, will be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure.

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: (1) the parent(s)/guardian(s), (2) medical personnel (student's physician, school nurse), (3) building administrator, (4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through the Individualized Education Program (IEP) process. In the case of a student who is disabled, but not identified under the Individuals with Disabilities Education Act, any change of placement would need to be effected through a multi-disciplinary team meeting.

Specific mechanisms should be in place to ensure the following are consistently done:

- a. All episodes of biting, and all children who exhibit such behaviors, are reported to the designated school administrator.
- b. The school nurse, and designated school administrator when appropriate, should be informed of any child who had recurrent episodes of bleeding or who has uncoverable, oozing skin lesions.
- c. The school nurse and the designated school administrator when appropriate, should be promptly informed of any child with an illness characterized by a rash.
- d. The school nurse and designated school administrator shall be informed promptly of any instance in which the significant potential for disease transmission occurs.

#### Confidentiality

The superintendent or designee shall ensure that student confidentiality rights are strictly observed in accordance with Missouri law. Missouri law (191.689 RSMo - 1994) identified two groups of people within a school system who will be informed of the identity of a student with a HIV infection on a "need to know" basis. They are:

1. Those designated by the school district to determine the fitness of an individual to attend school (Review Committee members); and
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care.

Examples of people who need to know are: school nurse, review team members, and IEP team if applicable. Security of medical records will be maintained. Breach of confidentiality may result in disciplinary action, a civil suit, and/or violation of the Family Educational Rights and Privacy Act.

### Education of students:

All students shall receive age-appropriate information about the prevention and control of communicable diseases, to include the use of universal precautions. Instruction should be incorporated within a comprehensive school health curriculum in grades K-12 as stated in Missouri School Improvement Program Standards.

### Reporting Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local laws and Dept. of Health rules governing the control of communicable and other diseases dangerous to public health, and any applicable rules promulgated by the appropriate county health department.

### Notification of enrollment of HIV infected students

Dept. of Health officials are obligated to notify local superintendents of the enrollment of any HIV infected students if such district has an acceptable Board-approved policy on file and such has been presented to state officials. The parent or guardian is also required by law to prove such notice to the superintendent.

**ALL STUDENTS MUST HAVE IMMUNIZATIONS CURRENT & MEDICAL RECORDS ON FILE AT THE SCHOOL. THOSE WHO DON'T ARE PROHIBITED FROM ATTENDING SCHOOL AS REQUIRED BY MISSOURI LAW.**

## HEAD LICE

Millions of school children are infected with head lice each year. Head lice are parasites that are spread from head-to-head contact with an infected person or by an exchange of hats, clothing, brushes, combs, pillows, etc. Their presence does not indicate a lack of hygiene. Please call the school and let the principal or school nurse know if you have discovered head lice on your child and what you have done to treat it.

School Procedure- There is no medication that is guaranteed to kill 100% of all head lice and nits. Therefore, the school has chosen to not allow students in school, or on school buses, if they have live lice or nits in their hair.

1. When a child is found to have lice or nits, the child will be removed from the classroom. A parent or guardian will be notified to come and get the child from school. All siblings of the infected child will also be checked. The nurse will give guidance to parents on appropriate treatment procedures.
2. The school nurse will do head checks on all students in that grade and other friends and relatives that might have been infected.
3. To be readmitted to school, a student must be accompanied by a parent/guardian or responsible adult and must be examined by the school nurse. The student will not be allowed to ride the school bus until they have been treated, checked and readmitted to school. If no lice or nits are found, the child may go to the classroom. If lice or nits are still present on the child's head, the child will be sent back home for further treatment. This procedure will be repeated until the child is lice and nit free.
4. Within 6-10 days after being readmitted to school, the student will be examined again by the school nurse to determine if there is a re-infestation.
5. If it appears the parents of an infested student are failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits under these procedures, resulting in a prolonged period of absence of the student from school, the matter may be reported to the appropriate family/youth services and law enforcement agencies.  
By early detection, reporting, and treating, we can keep our school children lice free and nit free.

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Missouri-required immunizations should be administered according to the current ACIP schedule, including all spacing, (CDC.Gov/vaccines/schedules).
- To remain in school, students "in progress" must have an Immunizations In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption form must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur.

Vaccines	Dose Required by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	
DTaP/DTP/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	
Tdap <sup>2</sup>									1	1	1	1	1	
MCV <sup>3</sup> (Meningococcal Conjugate)									1	1	1	1	2	
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2	
Hepatitis B <sup>6</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	
Varicella <sup>7</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2	

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed:** six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.  
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age. If MMR and Varicella are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age. If Varicella and MMR are not administered on the same day, they must be at least 28 days apart. The 4-day grace period does not apply to live vaccines.  
Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Bureau of Immunizations

## **ACTIVITIES / ORGANIZATIONS HANDBOOK**

### **Coach/Sponsor Guidelines**

Each coach or sponsor may establish additional guidelines which requires a signature for their particular activity, in addition to, signing the Student Activity Violation Guidelines. These guidelines must first be presented to the building principal and activity director for their review and approval. Upon such review and approval, the written guidelines developed by the coach/sponsor shall be presented to each student participant and their parents. These additional guidelines may not lessen the impact of any actions prescribed within this policy. All coaches and sponsors are expected to uphold the guidelines contained within this policy and to support the additional policies of other individual programs. All staff are expected to report any knowledge of student violations of the policies contained herein.

### **Eligibility Guidelines - MSHSAA**

In order to be eligible for participation in MSHSAA extra-curricular activities, students must meet the appropriate eligibility guidelines. You may not have reached the age of 19 prior to July 1 preceding the current school year, you must have passed a minimum number of credits the previous semester, and you must meet transfer standards if you have moved. A more detailed explanation of the complete rules is available by contacting the school.

### **Participation Eligibility Policy**

In addition to the rules of MSHSAA, the Princeton R-V District has adopted the following policy in regards to eligibility for participation in all extra-curricular activities and organizations.

Participation in extra-curricular activities/organizations is encouraged. Such participation is an additional opportunity of education and individual growth and development for the student. While extracurricular activities/organizations do offer educational experiences, they are considered a privilege. As such, extra-curricular activities/organizations may be withheld from any student as a condition of discipline. Furthermore, all policies which apply to the regular school day apply also to extra-curricular activities/organizations. In addition, coaches and sponsors may establish policies for their groups in addition to those stated herein.

In regards to attendance, if a student misses class(es) without prior approval by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes. *(2022-2023 MSHSSA OFFICIAL HANDBOOK)*

Grade checks will take place after the mid-term / quarter end. **Students receiving one or more failing grades at the end of the MIDTERM grading period will be ineligible for 5 school days. Students will have 5 days to bring all of their grades above failing (60% or higher). If the student raises his/her grades above an F during the 5 day probationary period, he/she will be eligible on the 6th day. After the 5 day probationary period, if the student continues to have failing grades, the student will remain ineligible until the next grade check at the end of the quarter.**

*If a student is failing at the end of a quarter, he/she will remain ineligible until the next midterm grade check.*

Example Scenarios:

Suzy is failing science at midterm. Suzy will be ineligible for the mandatory 5 days. Over the course of the 5 days, Suzy raised her grade above an F. Suzy will be eligible on the 6th day.

Jose is failing math at midterm. Jose will be ineligible for the mandatory 5 days. After 5 days, Jose is still failing math. Jose will remain ineligible until the end of the quarter.

Clark is failing science at midterm. Clark will be ineligible for the mandatory 5 days. After the 5 days, Clark is passing science but is now failing English. Clark will remain ineligible until the end of the quarter.

Sally is failing P.E. at quarter. Sally is ineligible until the midterm grade check. *There is not a probationary period at quarter grade checks.*

Students receiving two failing grades at the end of a semester will be ineligible the following semester per MSHSAA policy (2022-2023 MSHSSA OFFICIAL HANDBOOK)

(See Table 2.3.2)

**2.3.2 Grades 9-12 Requirements:** A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, **whichever is greater**, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, **whichever is greater**, or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- c. 80% Credit Requirement: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour

day, block schedule, etc.) Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered by and at the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding other courses that may be utilized.)

- d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
- e. A student must be making satisfactory progress towards graduation as determined by local school policies.

**DIAGRAM 2.3 (a): SAMPLE HIGH SCHOOL ACADEMIC SCHEDULES**

Academic Schedules	Credits Earned must equal 3.0 or 80%, whichever is <b>GREATER</b>
Six-period day (.5 each)	Must pass 6 of 6 (3.0)
Seven-period day (.5 each)	Must pass 6 of 7 (3.0)
Eight-Block schedule (.5 each)	Must pass 7 of 8 (3.5)
Four-Block schedule (1.0 each)	Must pass 4 of 4 (4.0)
Ten-Block schedule (.5 each)	Must pass 8 of 10 (4.0)

Ineligible students may not:

\*participate in after school athletic events or activities during the ineligible time period. This includes band, choir, FFA, FCCLA, Student Council, dances, working at concession stands, field trips, etc... Also included is any activity that participates in competition with other students. If the performance or activity is directly related to a student's grade, the instructor is required to drop the grade or assign an alternate assignment.

\*use school transportation to attend an activity

Students must have all work that is due turned in by 3:30 the day prior to the grade monitoring day.

### **Insurance**

A student shall not be permitted to practice or compete in athletics until it has verification that he or she has basic insurance coverage. *(2023-2024 MSHSSA OFFICIAL HANDBOOK)*

### **Period of Governance and Application**

The policies contained herein shall be effective from the date of adoption by the Princeton R-5 Board of Education. The policies regarding behaviors which would be considered as infractions shall be applicable year round. The penalty period may carry over from one school year to the next. In such cases, any penalty application enforced in the summer months would be imposed at the start of the upcoming school year. The violation and related penalty count in most circumstances will be cumulative over the course of the school career, not on a year by year basis.

### **Physicals**

Any student participating in athletics must have a certificate of an issued physical stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year. *(2022-2023 MSHSSA OFFICIAL HANDBOOK)*

### **Previously Imposed Sanctions**

The Princeton R-5 School District will honor any penalty previously imposed by the former school of any transfer student. In addition, we will communicate with the school to which any of our students transfer regarding their eligibility for activities. This is a required procedure by MSHSAA.

### **Procedural Guidelines**

Situations involving juveniles do require special handling and all necessary steps will be taken to follow the proper guidelines. It should be noted that it is imperative that violations of any policy by juveniles that have been reported to legal authorities should be reported to the school in order to insure fair enforcement of the policy.

The following will come under the guidelines of PHS Activity/organization policy unless specifically excluded from certain clauses elsewhere in this policy. All activities governed by the MSHSAA: Academic Bowl, basketball, cheer, dance team, football, golf, instrumental music, track and field, softball, and vocal music are currently available. Other known as student activity/organization groups: FFA, FCCLA, Student Council, NHS, Peer Helpers, Art Club, Spanish Club, and SADD. This listing is not all inclusive.



Also coming under these guidelines would be:

- Any competition at which students would be representing Princeton R-V schools.
- Other camps, workshops, conferences, etc. that a student might otherwise be eligible to attend as a representative or nominee of PHS.
- Individual camps which are paid for by the student or their parents and do not involve school nomination or involvement is not included.

### **School Activity Transportation**

Students are required to use school transportation to and from activities in which they are participating.

Exceptions:

1. If a parent chooses for their child to ride home with them following an event, they may physically sign their child out with the coach or sponsor.
2. If a parent would like their child to ride home with another parent, a note must be brought to school by his/her parent, or a phone call made to the principal

If a student becomes a problem or gets into trouble with illegal activities, they may be sent home at the discretion of the sponsor/coach. In such cases, the parent/guardian will be contacted and will be expected to come to the site to transport the student home. Students are expected to follow all guidelines regarding school bus transportation and to help in the cleaning of the bus interior by picking up after themselves.

Any student found in violation of the Princeton R-5 transportation policy shall be penalized as follows:

- 1<sup>st</sup> offense:** One game or activity suspension
- 2<sup>nd</sup> offense:** Two game or activity suspension
- 3<sup>rd</sup> offense:** suspension from team or extra-curricular organization

Penalties will carry over into the next extra-curricular activity

### **Scheduling and Cancellation Policy**

All activities will be scheduled in accordance with MSHSAA guidelines and those established by the Grand River Conference. A good faith effort will be made to minimize conflicts with other school and community activities. It is accepted that this will not always be possible as the Princeton R- V Schools must follow established guidelines and schedules put forth by other groups such as those named previously. In addition, weather conditions and other factors often force the scheduling of contests on dates that would not be used as an original schedule date.

It is the philosophy of the Princeton R-V School District that when school is canceled because of inclement weather, the superintendent, high school principal and athletic director shall make a determination concerning extra-curricular activities scheduled for that date. This determination shall be made by 1:00 p.m. of that day. This determination includes contests and practices. The safety of the students, parents and patrons shall be the primary consideration. Notification shall be provided to the appropriate news media and personal contact made with team members. If school is dismissed early due to inclement weather all extra-curricular activities are canceled.

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "credible citizens". Conduct shall be satisfactory in accord with the standards of good discipline. (2022-2023 MSHSSA OFFICIAL HANDBOOK)

The Missouri State High School Activities Association requires that a student notify the school (coach, sponsor, athletic director, or administrator) of any and all situations that would affect his/her eligibility. If the student does not notify the school of the situation prior to the school's discovery (within 72 hours), then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

## Miscellaneous Information

### **DANCES**

Students must arrive at all dances within thirty minutes after the scheduled starting time. There will be no exceptions granted unless the student is accompanied by one of their parents or a faculty member. Anyone that leaves a dance will not be allowed to re-enter unless they are accompanied by a sponsor while out of the building. Students may bring guests from out of town if they complete the out-of-town guest form prior to the dance and turn it into the HS office. All high school dance dates must be in high school (grades 9-12) or a high school graduate no older than 20 years of age (a picture ID may be required for entrance). Junior High dances must be attended by students in grades 7-8 only.

Prom: Prom is for 11<sup>th</sup> and 12<sup>th</sup> grade students; 9<sup>th</sup> and 10<sup>th</sup> grade students may attend if invited by an upperclassman. Academic eligibility guidelines do apply.

### **LOCKERS**

Students are responsible for the upkeep of their lockers. Students or their parents may be assessed a financial penalty for severe or unusual damage to a locker. Students are responsible for their own valuables, money, and jewelry. Students are not to change lockers without prior approval from the office. Lockers are school property, not personal property. As such, they may be searched at anytime. Generally, a search will be conducted with the principal, one other staff member, and the student present. If the student is unable to be present at the time needed, the two adults will conduct the search. Shelves placed in lockers should be placed in such a position as to not interfere with the door-opening mechanism. Any cost for repair of damage resulting to a locker due to such circumstance will be charged to the student and parents.

### **VISITOR POLICY**

Visitors are prohibited during the following times:

1. The first and last week of school
2. Two days before or after a major break in the school year (end of quarter, Thanksgiving, Winter, Spring).

#### **Parent Visitor Policy-**

Parents interested in visiting their child's classroom need to schedule with the JH/HS principal.

#### **Student Visitor Policy-**

If a student desires to bring a visitor to school, they must obtain a visitor request from the principal at least four school days prior to the day of the requested visit. The form must be signed by all affected teachers and parents or guardians of the host student, and returned to the principal two school days before the planned visit. If the visit is approved, the guest and host must check in with the principal the morning of the visit to obtain a visitor's pass. The guest must follow the schedule of the host, and must follow all rules. The guest will be expected to work in the classes.

Once approval is received, the host student must tell their teachers they will be bringing a guest. The teacher may inform the student at this time that the guest may be prohibited from being in the class that day. The guest will be required to wear a visitor badge while in attendance. No individual may visit more than one day during the semester.

The host student is responsible for the observance of the above procedures and assumes responsibility for the behavior of the guest. Possible disciplinary action could be taken against the host student as a result of the behavior of their guest.

Individuals not allowed to visit include those who are on suspension or expulsion from another school and those who have been convicted of criminal offenses that would prohibit their attendance in Missouri schools. In the interest of protecting the safety and welfare of staff and students, prospective guests with communicable diseases will be admitted only when procedures outlined in the district policies concerning communicable diseases have been satisfied.

The guest student will be asked to leave school if any problems arise with their behavior and they will be banned from attending as a guest in the future. Under no circumstance will visitors be allowed during the first three or last three days of school.

## **JH & HIGH SCHOOL OFFICE**

Parents and all other visitors must check in at the high school office.

## **VO-TECH**

Students in grades 11 & 12 are eligible to attend Vocational classes at the North Central Career Center in Bethany, Missouri for ½ the school day. Students must have a cumulative attendance of 94% in order to apply to attend NCCC. Student grades, course completion, earned credits, and discipline history will also be reviewed by administration prior to a student's placement in vocational programs. If a student has more than 5 unexcused absences or their cumulative attendance falls below 94%, they will be removed from the program and enrolled in classes at PHS. Special circumstances will be addressed individually at the administration's discretion. If a student is enrolled as a junior, their progress in the program must be satisfactory to be considered for a second year. If interested, students should contact the counselor promptly as spots are limited.

## **WORK START**

Students in 11<sup>th</sup> and 12<sup>th</sup> grade have the opportunity to participate in the School-to-Work program. The mission of the program is to develop productive, skilled citizens who will view work and learning as an interconnected life long process. The program allows students to attend school part of the day and work part of the day. Interested students must meet with the counselor to ensure they will be able to meet all graduation requirements, then complete and submit an application to the school-to-work coordinator. Upon approval students must work at least 10 hours per week. These hours may be accrued on the weekend.

## **TRESPASSING**

Students not involved in school activities are expected to be off school grounds within 15 minutes after the dismissal bell. After an activity, students are expected to be off school grounds within 30 minutes. Loitering and/or trespassing will not be tolerated, and students who violate this policy may be approached by law enforcement

## **TUITION**

Non-resident students are required to pay tuition to attend the Princeton R-V Schools. A non-resident student shall be defined as a student who does not meet these guidelines set forth by the Board of Education:

- Parent or legally-assigned guardian resides within the boundaries of the Princeton R-V School District.
- Student resides in the Princeton R-V School District and is providing sole self-support.
-

- Student lives with an adult that is twenty-one years of age or older who has legal custody of the student or power of attorney and who is a resident of the Princeton R-V School District.

Non-resident tuition for the 2023-2024 school year is \$3,187.50 per semester (\$6,375 per year). This amount is based on the actual cost of educating a student in the Princeton Schools. If a student moves from the Princeton R-V District and still attends school there, he/she will be charged according to the number of days attended as a non-resident. The cost will be \$6,375 divided by 170 days.

If a high school student living in an adjacent elementary district attends the Princeton R-V Schools, the elementary district will pay the tuition. This is coordinated through both districts' administrative offices. If a student moves from the elementary district into the Princeton district, the elementary school wouldn't be liable for tuition from the date of the move forward.

## **AGE OF MAJORITY**

When a student turns 18, he or she has reached the age of majority; however, as long as he or she is a student at PHS they must still follow the rules of the school. For example, if a student still lives at home we will still require notes from parents when the student is absent. Students must still travel in school-provided transportation to all out of town activities. In addition, students must still sign out to leave school and we will still require permission from parents to do so. Students may bring a letter from parents saying they give permission for the student to leave when student and school officials deem necessary. School officials reserve the right to give final approval for students to leave.

## **ALCOHOL & DRUGS**

The Board of Education recognizes its share of the responsibility for the health, welfare and safety of the students who attend Princeton R-V Jr-Sr High. Therefore, the use, sale, transfer, possession, or being under the influence of intoxicants, alcohol and/or physical or mind altering chemicals (drugs) is prohibited on or in school property, at school sponsored activities or events, or in any vehicle while being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to exist. It is not fair to those students desiring to make the most of their educational opportunities to be exposed to unnecessary disruptions and distractions caused by fellow students under the influence of drugs or alcohol, or in possession of these substances.

1. For the purpose of this policy, a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended period of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system, or injection into any of the body's fluid systems.
2. Any student of Princeton R-V Jr.-Sr. High in possession of or under the influence of drugs without prior permission or notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. Moreover, any student in possession of or under the influence of alcohol is also in violation of this policy. Any quantity of drugs in the student's possession not previously cleared by Section 3 below shall be in violation.
3. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the nurse or respective building principal or superintendent before being taken. While this action may seem overly harsh, it is the only way this policy may be fairly enforced to put all students on an equal basis. Students will need to daily notify one of the above people of the need for medication as long as the medication is taken.
4. The school administration shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student, under their supervision, suspected to be in violation of this policy, as often as necessary, whether during school hours, at or away from school buildings, or at any school event, formal or

spontaneous, whether at the school or at some alternate location.

5. Any student found by the administration or staff to be in violation of this policy shall be disciplined as outlined in the Student Code of Conduct section and the Activity/Organization Violation Penalties Chart.
6. Parents shall be notified anytime a student is caught violating this policy. Law enforcement officials will also be notified of the violation. Parents will be asked to come to the site and take their child home. If they cannot or will not do such, law enforcement officials will be asked to take the individual from the site. This is for the protection of the student and others.
7. A senior violating this policy at such time that would result in penalties extending into the time of graduation will forfeit the opportunity to participate in graduation ceremonies. This will be in addition to any other penalties which may apply. If the student has otherwise completed all graduation requirements and the penalties imposed do not result in failure to meet requirements for receiving a diploma, the student will receive their diploma after regular graduation exercises are completed.
8. If a person is both in possession of a banned substance and under the influence, the greater penalty shall apply.
9. Any student distributing, selling, or bartering drugs shall automatically be expelled from attendance at Princeton R-V as per the Safe Schools Act and applicable Board policy regarding expulsion.
10. Because this student does not exhibit qualities befitting special honors or privileges, all honors, earned letters, offices, special trips, etc., shall be forfeited by the student for any school activity of record during the suspension.

## **ASBESTOS NOTICE**

Regarding the health of students at school, the Princeton R-V School District had an asbestos inspection conducted by certified inspectors as required by AHERA (1986) and maintains an asbestos management plan. There are no problematic areas concerning asbestos in the Princeton R-V Jr.-Sr. High. Any inquiries concerning the possible presence of asbestos or about the management plan should be directed to the Superintendent of Schools.

## **CAFETERIA - FOOD SERVICES**

The school cafeteria is maintained as a vital part of the health program of the school. Nutritional meals are provided each day at very reasonable prices. A current lunch price list will be sent out with students each fall and posted in offices.

All breakfast and lunch money is to be paid in advance. Students on full-pay or reduced-pay must bring money to be deposited in their account. Students on free meals must bring money to be deposited in their account if they wish to purchase ala carte items, extra milk, or second meals. Please send payment in an envelope with the student's name on the front. If you have more than one child eating meals at school, it is okay to send one check, but please note on the outside of the envelope each child's name and how the money is to be divided. Otherwise, the money will be divided equally and is deposited into each account. Envelopes may be turned in to the cafeteria cashier or office secretaries.

First payments may be made at PTO Open House, student registration days, or anytime during office hours two weeks prior to the start of school. This will help to eliminate confusion on the first day of school.

When an account reaches a negative amount, a note will be sent home. A student having a delinquent lunch account may not purchase any extra food. Individuals who have a delinquent amount of \$10.00 or more will automatically be given a peanut butter sandwich and milk for lunch. The student will not be charged for the sandwich, but will continue to be served peanut butter until their balance is paid. Any individual who has a negative balance will not be allowed to get second helpings of food. A letter will be sent home informing the parent of this action. At any time, a report can be generated to show what purchases have been made in the cafeteria so parents will have the opportunity to find out exactly how their child's money is being spent.

Accounts with money remaining at the end of the year will be carried over to the next year. Refunds will be made when an individual moves from the district.

### **Lunchroom Policy**

Students may not bring soda pop or other carbonated beverages to the cafeteria during meal times. Students are not to leave the cafeteria without permission from their teacher, principal, or lunchroom supervisor. Any underclassmen wanting to leave campus for open lunch will have to be accompanied by a parent when signing out and upon their return. Otherwise, ALL underclassmen are required to report to the cafeteria during their assigned lunch period. They are to remain there until dismissed by the lunchroom supervisor. No food or drink is to be taken out of the lunchroom.

### **Open Lunch Policy**

Open Lunch policy is for the Senior class only, upon Board approval. Abuse of this policy will result in individual loss of this privilege, determined by the HS Principal.

## **FUNDRAISERS / FINANCIAL OBLIGATIONS**

Student organizations shall be limited to two major fundraisers per year. Students are not to sell or advertise for sale during school hours any items that are not part of a school fund raiser without permission of the administration. Individual classes will not participate in fundraising. They will earn money from class dues and selling prom tickets.

In all organization fundraising, money collected by students from their customers must be promptly submitted to the advisor who will then work with the treasurer of the group to ensure the deposit is recorded correctly. The advisor or the treasurer will then present the funds pre-counted and totaled to the Office of the Superintendent for the deposit and crediting to the group account. A receipt will be given which will show the amount deposited. Advisors will keep track of individual student obligations.

**Students that fail to present all fundraiser moneys by the deadline determined by the sponsor will be ineligible for any activities/competition until such debt is paid.** If the funds are not paid in a reasonable time, the matter may be turned over to law enforcement officials for proper action. Students must remember that collecting money for products delivered or services rendered and not submitting the money to the group treasury is stealing.

## **HARASSMENT/ BULLYING**

**What is harassment/bullying?** It is behavior that is unacceptable to the recipient and which creates an intimidating, hostile, or offensive environment for work, study, or social life. Any behavior that is persistent, unwanted, unwelcome, and unreciprocated creating an atmosphere in which people feel uncomfortable can constitute harassment.

**What are some specific kinds of harassment?** Some kinds of harassment include: sexual harassment, racial harassment, personal harassment, disability harassment, national origin harassment and age harassment.

**What is sexual harassment?** Sexual harassment is addressed in the Princeton R-V Handbook. The law against sexual harassment is a federal law (not a city, county, or state law) which means it is a law bound by the United States government guidelines. Schools are under an obligation to stop sexual harassment and educate students about sexual harassment and its consequences.

**What is racial harassment?** It is any behavior including verbal abuse, threats, display or circulation of material etc. that causes discomfort, intimidates or offends or incites others to do so. This includes derogatory names, insults, racist jokes, ridiculing a person's culture and the like.

**What is personal harassment?** It is persistent, unfounded, or public criticism that leaves the person feeling humiliated or belittled as well as any behavior that makes direct or indirect reference to disability or health conditions of a person causing him or her discomfort. Name-calling, foul language references, imitations of speech or movement as well as hostile or offensive acts may all constitute harassment. Personal harassment is repeated in reference to personal traits, appearance, or sexual orientation as well as invasion of privacy or practical jokes causing physical or psychological distress. It can also be persistent pressure to become involved in anti-social or criminal behavior.

**What is disability harassment?** Disability harassment is the harassment of an individual with a disability. The law against disability harassment is a Federal law (not a city, county or state law), which means it is a law bound by the United States Government guidelines. Schools are under an obligation to stop disability harassment and educate students about disability harassment and its consequences.

**What is national origin harassment?** An ethnic slur or other verbal or physical conduct because of an individual's nationality constitutes harassment if they create an intimidating, hostile or offensive environment.

**What is age harassment?** Age-based harassment may include, but is not limited to, the following behaviors: teasing, joking, display or ageist cartoons or posters; sarcasm, abuse, isolation, ostracism, incivility or rudeness based on age; intimidation.

Legal references: Title VI Civil Rights Act of 1964, Title IX Education Amendments of 1972, 1<sup>st</sup> Amendment, Equal Protection and Due Process Clauses, Jeffco School & University College Worcester harassment policies, Title VII Civil Rights Act of 1964, D. Gray, Manager, Equal Opportunity, 2004.

### **SAFE SCHOOLS ACT OF 1996**

The passage of the Safe Schools Act of 1996 by the Missouri Legislature and subsequent implementation of the policies contained or prescribed therein has resulted in definite impacts on the discipline policies of the school. Under such law, the following felony acts, if committed by a student at school, at school functions, or on a school bus, must be reported to law enforcement officials: First or second degree murder, kidnapping, first degree assault, forcible rape, forcible sodomy, first or second degree burglary, first degree robbery, distribution of drugs, distribution of drugs to a minor, first degree arson, voluntary or involuntary manslaughter, second degree assault, felonious restraint, first degree property damage, weapon possession. Other offenses which school officials are required to report to legal authorities are weapons possession, various forms of assault, sexual assault, and possession of controlled substances. A school official reporting such incidents in good faith is not civilly liable for providing such information. Any student who has been convicted, indicted or legally accused of any of the following will not be admitted or enrolled, unless said charges or legal accusations have been withdrawn: First or second degree murder, first degree assault, forcible rape or sodomy, first degree robbery, distribution of drugs to a minor, first degree arson, felony kidnapping (class A).

Readmission conferences are required prior to allowing a student to re-enter school after being suspended for a serious behavioral violation. Student disciplinary records concerning serious discipline violations will be forwarded to subsequent schools and legal officials as required. Juvenile authorities are required to report certain criminal offenses to school officials.

### **SPECIAL EDUCATION SERVICES**

The Princeton R-V School District provides special education services for those students requiring such services. The school practices policies and procedures which are intended to comply with all state and federal regulations. If parents believe their child may require special services, they may contact the Special Education Director at (660)748-3490 ext. 229. The procedures set forth in the compliance plan will be implemented in determining the need for the provision of special services.

## PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Princeton R-5 assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Princeton R-5 assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Princeton R-5 assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Princeton R-5 has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Education Director's office during school hours or by appointment.

Local School districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Education Director.

This notice will be provided in native languages as appropriate.

## **TEACHER-STUDENT COMMUNICATION**

Due to the Amy Hestir Student Protection Act of 2011, the Princeton R-V School District adopted a written policy concerning teacher-student communication and employee-student communication. The written policy states: *employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed inappropriate if such communication is sexual in nature; is sexually aggressive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.*

*Communications between employees and students will be primarily direct, oral, or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication*



*and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.*

If there is a concern regarding teacher-student communication, please contact the building principal or superintendent immediately.

### **COMPLAINTS -Parents / Public**

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and administrators of the Princeton R-V Schools.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district.

1. Matters concerning individual teachers should first be addressed to the teacher.
2. Unsettled matters from step one or problems and questions concerning the school district should be directed to the building principal.
3. Unsettled matters from step two should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the Secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled. The decision of the Board shall be final.

### **EQUAL OPPORTUNITY POLICY COMPLAINT PROCEDURE**

The Princeton R-V School District, in compliance with the Title IX of Public Law 92-318 does not discriminate between male and female in the operation of any programs. Recommendations to allow entrance by a student to this school will be based on the guidelines stated in this handbook and according to state laws.

Hearing or grievance procedures are available to all students. If informal discussion with the principal does not solve the problem, the superintendent will then enter the grievance procedures with the school board acting as final local authority. Anyone has the right to contact the superintendent concerning any phase of the school district operation.

**Student/Parent Handbook  
Activity Handbook  
Acceptable Use Policy**

**Acknowledgement of Receipt**

I have received a copy of the 2023-2024 Student/Parent Handbooks-Activity Handbook and Acceptable Use Policy for Computer Usage of Princeton Jr-Sr High. I understand that the rules and regulations set forth herein apply to all students of the school. I also understand and accept the policies contained herein as a condition of participation in the extra-curricular programs at Princeton R-5.

All 7-12 students in the family must sign. Only one form per family needs to be returned to the HS Office prior to participation in any activity. This does not include practices.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this signed form to the HS Office prior to the end of the first full week of school.