

PHS Parent Quick Reference – FAQ

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Points of Pride

District Mission: Our mission is to prepare all of our students to lead lives of joy and purpose as knowledgeable, creative and compassionate citizens of a global society.

School Motto: *Live to Learn and Learn to Live*

Mascot: Tiger

Colors: Blue and White

Alma Mater:

Now stand and sing with heart and voice
Our Alma Mater's praise -
Let all who know thy guiding hand
To thee, the chorus raise -
Our friendships hold in memory
Thy tow'r against the sky -
And evermore our hearts will ring
In praise of Princeton High!

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Transportation

School Buses: Many Princeton High School students are provided with busing to school. This may also include late bus transportation. Please visit <https://www.princetonk12.org/offices/transportation> for more detailed information and schedules.

Parent Parking: There are a few parking spaces in the front circle of PHS reserved for guests throughout the school day. During PTO meeting times, ticketing is suspended for the area around PHS. Please do not park in the Westminster Choir College lots without a permit. They will ticket.

Student Parking: Students apply for permits in their senior year only. Permits are awarded by lottery and are awarded one semester at a time. The student parking lot is located on Franklin Street. Students may not park in the faculty lots between the hours of 8am and 4pm.

Walking/Biking: Students are encouraged to practice good safety while getting to and from school. Cyclists should wear helmets and all pedestrians should cross at crosswalks. Students should remain alert and aware of their surroundings when coming to and from school. There are several bike racks available on campus for students to secure their bike during the school day.

AM Arrival Procedures:

- Buses drop off students on Walnut Lane and in the front circle of PHS from 7:45-8:15. Both high school and middle school students get dropped off and walk to their respective schools.
- Students dropped off by their parents are dropped off at the front circle or on Walnut Lane near the PAC. Parents are prohibited from using the PAC/Houghton faculty lots for student drop off. Parents are also prohibited from using the bus lanes to drop off students.
- Prior to the start of school, students enter through the PAC or Tower doorways.

PM Dismissal Procedures:

- Buses pick up students on Walnut Lane (between Houghton and Franklin). This portion of Walnut Lane will be closed to thru traffic. There is also a bus pickup area on Houghton Ave., next to the PHS front circle entrance.
- Parents can pick up students in the front circle at dismissal. No idling is allowed during this time. Please do not obstruct crosswalks while waiting for your student. Please use caution and be aware of students crossing to the lawn and cars pulling out parking spaces.

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Lunch Break

What is “Break?” PHS has a “break” period built into the schedule for all students to have lunch. Students can purchase lunch in the school cafeteria or bring their own lunch. Students also use break as a time to study, relax, meet with their co-curricular activity groups, counselors, or teachers.

Prices: Breakfast at PHS costs students \$2.50. Lunch costs \$4.25. **NO COST DURING 2021-2022 YEAR FOR ANY STUDENTS**

Free or Reduced Lunch Application: All families who think they may be eligible should fill out an application for free and reduced lunch even if you are not interested in receiving school lunch. Other reductions such as waivers for testing and college applications or yearbook and prom discounts are reliant upon this application.

Lunch Accounts: For more information about our District Dining partner or to set up your lunch account, please go to <https://www.princetonk12.org/offices/food-services>

Cafeteria Hours:

Breakfast is served daily from 8:00-10:00am.

A-D & HR Days – Grab-and-Go is offered at 11:00am. Hot lunch begins at 11:40am. Both close at 1:30pm.

E-F Days – Grab-and-Go is offered at 10:30am. Hot lunch begins at 11:00am. Both close at 12:30pm.

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Academics

Program of Studies: The program of studies can be found on the School Counseling website. It lists all the courses, course descriptions and prerequisites for classes at Princeton High School. Courses are presented to families in January when the new program of studies is published. Students and families should review the program of studies available online to inform course choices.

Placement Exams: Students new to the district may need to take placement exams in Math, World Language, or ESL. The registrar will be able to provide this information as well as testing dates.

Quarters: Each academic year is divided into 4 quarters for which students will receive a grade. Some courses have a mid-year and final project or exam. At the end of the year, these grades are averaged into a final grade for the course.

Learning Commons Resources: The library hosts an abundance of resources for students including access to books, periodicals, media, and computer lending. Students have access to several research and writing tools and search engines. More information can be found by visiting the learning commons website at <https://www.princetonk12.org/princeton-high-school/students/learning-commons>

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Getting Involved

Clubs: PHS offers over 100 student-led clubs in arts, academics, service, awareness, and recreation. Students may also wish to participate in Student Council. We encourage all students to try out at least one or two clubs. There is no specific deadline to join most clubs and they often meet during break, Tiger Time, or after school. Club recruitment fairs occur twice a year in September/October and February. For a list of current clubs, visit the PHS Clubs Activity page online or contact Ms. Lygas.

Community Service: All PHS sophomores will participate in 50 hours of community service. There is a community service fair in September to bring awareness to the many volunteer opportunities at PHS. Organizations frequently meet during our activity period on F Days or after school. Contact Dr. Andrea Dinan with any questions.

Athletics: PHS offers numerous sports teams in the fall, winter and spring. Students are required to register online, get a physical, and participate in an impact test. They may need to try out for a team in order to participate. Students participating in a fall sport will need to be medically cleared and ready to try out in mid-August. Visit the Athletics webpage for more information <https://princetonhs.schoolteams.com/>

New Students: There are several groups geared to New Students at PHS. If your child is new to the district, please have them consider joining Lunch with Friends or ELL Ambassadors, two clubs that meets weekly to help new students find their way at PHS. 9th Grade students will also meet with their Peer Group each F day.

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Attendance/Visitation

Student Absence Procedures: If a student is absent from school, please call the attendance office at 609.806.4280 x3106 to report their absence. Please submit any doctor/medical notes when the student returns to school.

Student sign-out/sign-in procedures: Whenever a student arrives to school late, they must sign-in at the main office so that their attendance is verified for the day. If a student leaves school with a parent, a parent must sign their child out at the main office.

Leaving campus: Seniors in good standing with signed parent permission are the only students permitted to leave school campus while school is in session. This includes during their free period or during Break. All underclassmen must remain on campus at all times.

Vocational and student taking courses at the university MUST sign-in and out when they are leaving or arriving on campus.

Visitor Procedures: During the school day, visitors attending a meeting with a staff member must sign-in with security personnel. The visitor(s) should then wait in the Mail

Office lobby for the staff member to greet them. All other visitors will not be permitted into the building during school hours.

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Resources

Ideas Center: PHS has an onsite free tutoring center. Students can visit the center and fill out a request for a tutor in just about any subject offered at PHS. Students can also find out more information regarding the 10th Grade Community Service Program by speaking with Dr. Dinan in the Ideas Center.

Lockers: Students are all issued their own locker at PHS so they do not have to carry all their belongings with them to each class. Students can report locker issues to the main office.

Student Support: Students are assigned to assistant principals and counselors by alphabet. Students may also have a case manager assigned to them.

Assistant Principal assignments are as follows:

Last name A-G: Cecelia Birge

Last name H-O: Rashone Johnson

Last name P-Z: Stephanie Greenberg

Please refer to the PHS website or Canvas/PowerSchool for counselor/case manager assignments.

Counselors work with students for all four years while at Princeton High School. Appointments can be made with school counselors through email or through the secretaries. School counselors are also available during break and during activity periods on E and F days. The counseling office hosts events related to social emotional learning, the college application process, the program of studies, and other grade-based activities. In addition, we have a Student Assistance Coordinator and a Dean of Students to help support all students.

Student Concerns:

If you have concerns about a student's wellbeing or behavior, please contact the assistant principal or school counselor assigned to your student. PHS has an anti-bullying policy outlined in the student handbook that your child has received, and it is also posted on the PHS Website. PHS will take steps to stop reported issues of harassment. Parents may reach out to the Anti-Bullying Specialist at 609-806-4280 x.3538.

Community Resources: We are fortunate to have a community with abundant student resources to support their academics, wellness, health, and growth. Students can find programs at Corner House, the Princeton Public Library, HiTops, Trinity Counseling and Princeton University's Community House just to name a few. In addition, we have several organizations that support our children financially during and after school. To find out more information, go online to fund101.org, or princetonchildrensfund.org. Please also see the Community Resource page for direct

links to support your child. <https://www.princetonk12.org/princeton-high-school/parents/community-resources>

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Links/Get Connected Online

District Website: <http://www.princetonk12.org>

High School Website: <http://phs.princetonk12.org>

PTO Website: <http://princetonhspto.weebly.com/>

All parents/guardians automatically are members of the (PTO) and are welcome to participate in the meetings.

PPS Special Education Advisory Group:

<http://www.princetonk12.org/princeton-high-school/parents/special-ed-pto>

PHS New Families Initiative: <http://princetonhspto.weebly.com/new-to-phs.html>

Alumni Association: <https://www.princetonk12.org/resources-and-noticees/alumni-association>

**Like the “Princeton High School” page on Facebook
Follow Principal Baxter’s Twitter feed @PHS_MsBaxter**

Emergency School Closings: You can access school closing info on the PPS website, PHS Facebook page, Principal Baxter’s Twitter or call our emergency school closing line at 609.806.4202.

Staff Emails: To contact a staff member use the following format:
firstnamelastname@princetonk12.org

Student Emails: Each student at PHS is issued a princetonK12.org student email account. Students can see Mrs. Lygas or an Assistant Principal for assistance. Their password is their PHS computer login password.

PowerSchool Accounts: PHS uses PowerSchool as its data management system. Parents and students can create and access their own accounts. The PowerSchool Portal has information such as grades, attendance and current parent contact information.

CANVAS: Canvas gives students and parents access to course information such as homework, due dates and syllabi. For help with logging in call the PHS main office and ask to speak with an Assistant Principal.

Naviance:

PHS utilizes a program called Naviance to navigate career and college planning and community service. All students will use their Naviance accounts. For more information regarding setting up a Naviance account, have your child see their counselor or learn more information at <https://www.princetonk12.org/princeton-high-school/academics/school-counseling/access-naviance>

School Calendars: You can download the district wide calendar online through the PPS webpage. PHS also has a calendar accessible through its homepage that shows the current letter day and upcoming school activities.

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PHS Schedule

Tiger Time: Each E and F day, our academic periods conclude at 2:32. The time between 2:37 and 3:21 is considered Tiger Time. During this time students meet with their clubs, peer groups, community service groups, work on homework and meet with teachers.

PHS BELL SCHEDULE

A	B	C	D	E	F
44 MINUTE PERIODS	44 MINUTE PERIODS	44 MINUTE PERIODS	44 MINUTE PERIODS	77 MINUTE PERIODS	77 MINUTE PERIODS
PERIOD 1 8:20-9:04	PERIOD 2 8:20-9:04	PERIOD 3 8:20-9:04	PERIOD 4 8:20-9:04	PERIOD 3 8:20-9:37	PERIOD 4 8:20-9:37
PERIOD 2 & PLEDGE 9:08-9:53	PERIOD 3 & PLEDGE 9:08-9:53	PERIOD 4 & PLEDGE 9:08-9:53	PERIOD 1 & PLEDGE 9:08-9:53		
MORNING BREAK & ANNOUNCEMENTS 9:53-9:59	MORNING BREAK & ANNOUNCEMENTS 9:53-9:59	MORNING BREAK & ANNOUNCEMENTS 9:53-9:59	MORNING BREAK & ANNOUNCEMENTS 9:53-9:59	PERIOD 1 9:47-11:04	PERIOD 2 9:47-11:04
PERIOD 3 10:03-10:47	PERIOD 4 10:03-10:47	PERIOD 1 10:03-10:47	PERIOD 2 10:03-10:47	LUNCH BREAK (40 minutes) 11:04-11:44	LUNCH BREAK (40 minutes) 11:04-11:44
PERIOD 4 10:51-11:35	PERIOD 1 10:51-11:35	PERIOD 2 10:51-11:35	PERIOD 3 10:51-11:35		
PERIOD 5 11:39-12:23	PERIOD 6 11:39-12:23	PERIOD 7 11:39-12:23	PERIOD 8 11:39-12:23	PERIOD 7 11:48-1:05	PERIOD 8 11:48-1:05
LUNCH BREAK (34 minutes) 12:23-12:57	LUNCH BREAK (34 minutes) 12:23-12:57	LUNCH BREAK (34 minutes) 12:23-12:57	LUNCH BREAK (34 minutes) 12:23-12:57		
PERIOD 6 1:01-1:45	PERIOD 7 1:01-1:45	PERIOD 8 1:01-1:45	PERIOD 5 1:01-1:45	PERIOD 5 1:15-2:32	PERIOD 6 1:15-2:32
PERIOD 7 1:49-2:33	PERIOD 8 1:49-2:33	PERIOD 5 1:49-2:33	PERIOD 6 1:49-2:33		
PERIOD 8 2:37-3:21	PERIOD 5 2:37-3:21	PERIOD 6 2:37-3:21	PERIOD 7 2:37-3:21	TIGER TIME 2:37-3:21	PEER GROUP/ COMM SVC 2:37-3:21

2019-2020 SPECIAL SCHEDULES

Homeroom Day: No Labs	90 Min Delay Opening: 8 Period A/B/C/D Day	90 Min Delay Opening: 4 Period E/F Day	12:33 Early Dismissal: 8 Period A/B/C/D Day	12:33 Early Dismissal: 4 Period E/F Day	12:33 Early Dismissal: Homeroom Day
42 minute periods 4 minutes between periods	34 minute periods 4 minutes between periods	57 minute periods 6 minutes between periods	25 minute periods 4 minutes between periods	50 minute periods 5 minutes between periods	32 Minute periods 4 minutes between periods
PERIOD 1 8:20-9:02			PERIOD 1/2/3/4 8:20-8:45	PERIOD 3/4 8:20-9:10	PERIOD 1 8:20-8:42
PERIOD 2 9:06-9:48	PERIOD 1/2/3/4 9:50-10:24	PERIOD 3/4 9:50-10:47	PERIOD 2/3/4/1 & PLEDGE 8:49-9:14		PERIOD 2 8:46-9:08
HOMEROOM 9:52-10:12	PERIOD 2/3/4/1 & PLEDGE 10:28-11:02	PERIOD 1/2 10:53-11:50	PERIOD 3/4/1/2 9:18-9:43	PERIOD 1/2 9:15-10:05	HOMEROOM 9:12-9:32
PERIOD 3 10:16-10:58	PERIOD 3/4/1/2/3 11:06-11:40		PERIOD 4/1/2/3 9:47-10:12		PERIOD 3 9:36-9:58
PERIOD 4 11:02-11:44	PERIOD 4/1/2/3 11:44-12:18	LUNCH BREAK (36 minutes) 11:50-12:26	PERIOD 5/6/7/8 10:16-10:41	LUNCH BREAK (39 minutes) 10:05-10:44	PERIOD 4 10:02-10:24
PERIOD 5 11:48-12:30	PERIOD 5/6/7/8 12:22-12:56		LUNCH BREAK (25 minutes) 10:41-11:06		PERIOD 5 10:28-10:50
LUNCH BREAK (33 minutes) 12:30-1:03	LUNCH BREAK (33 minutes) 12:56-1:27	PERIOD 7/8 12:32-1:29	PERIOD 6/7/8/5 11:10-11:35	PERIOD 7/8 10:48-11:38	BREAK (10:50-11:14)
PERIOD 6 1:07-1:49	PERIOD 8/1/2/3/5 1:31-2:05	PERIOD 5/6 1:35-2:32	PERIOD 7/8/5/6 11:39-12:04	PERIOD 5/6 11:49-12:33	PERIOD 6 11:19-11:41
PERIOD 7 1:53-2:35	PERIOD 7/8/5/6 2:09-2:43	TIGER TIME/ PEER GROUP/COMM. SVC. (44 minutes) 2:37-3:21	PERIOD 8/5/6/7 12:08-12:33		PERIOD 7 11:45-12:07
PERIOD 8 2:39-3:21	PERIOD 8/5/6/7 2:47-3:21				PERIOD 8 12:11-12:33