

# PRINCETON ELEMENTARY SCHOOL

## Student/Parent Handbook

Princeton Elementary School  
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<https://www.pjusd.org/index.html>



# 2023-2024

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**PRINCETON ELEMENTARY SCHOOL STAFF**

**2023-2024**

**Administration**

Superintendent/Principal

Jeff Ochs

CBO/ HR Director

Alex Hinely

Dean of Students

Nate Odom

MOT Director

Lance Swift

**Certificated Staff**

TK/Kindergarten Teacher

Kristin Gage

First/Second Grade Teacher

Nancy Munoz

Third/Fourth Grade Teacher

Melissa Boutelle

Fifth/Sixth Grade Teacher

Natasha Stegall

Mild/Moderate Program Specialist

Bai Vue

Art Teacher

Kaylee Trudeau

**Classified Staff**

Secretaries

Thressa Zoller & Linda Hansen

Cafeteria Assistant/Aide

Sandra Torres

Mild/Moderate Program Assistant/SOAR Aide

Kelby Jordan

Computer Specialist Aide/SOAR Lead

Sandy Wright

Instructional Aide

Pina Rodriguez

Instructional Aide/SOAR aide

Amy Deniz

Bus Transportation/Custodians

Chris Azevedo

Daniel Sanchez

Jeff Chambers

Steven Jones

**Special Services**

Health Services Specialist

Kylee Paulos

## **BELL SCHEDULE**

2023-2024

### **I. Regular Schedule**

8:30	Class begins
9:15 - 9:45	TK-2 Second chance breakfast/recess
9:30 - 9:45	3-6 Recess
11:15-11:35	TK-2 Lunch
11:35 - 12:00	TK-2 Recess
11:45 - 12:05	3-6 Lunch
12:05 - 12:30	3-6 Recess
1:45-2:00	TK-2 Recess
2:00-2:15	3-6 Recess
3:00	Dismissal

### **II. Minimum Day**

Recess times are the same as above. \*All students dismissed at 12:10.

### **III. Early Release Day (Every Wednesday)**

8:30	Class begins
9:15 - 9:45	TK-2 Second chance breakfast/recess
9:30 - 9:45	3-6 Recess
11:15-11:35	TK-2 Lunch
11:35 - 12:00	TK-2 Recess
11:45 - 12:05	3-6 Lunch
12:05 - 12:30	3-6 Recess
1:45-2:00	TK-2 Recess
2:00-2:15	3-6 Recess
2:30	Dismissal

## **PRINCETON SCHOOL BOARD OF TRUSTEES**

### **Board of Trustees**

Board President	Cathy Withrow
Board Clerk	Victoria Reamer
Board Member	Lance Glassgow
Board Member	Troy Hansen
Board Member	Debbie Wills

Regular meetings are scheduled for the second Thursday of each month. Meeting agenda and minutes can be found on the school's website. Citizen oversight of local government is the cornerstone of democracy in the United States. School board members are locally elected public officials entrusted with governing a community's public schools. The role of the school board is to ensure that school districts are responsive to the values, beliefs and priorities of their communities. Boards fulfill this role by performing five major responsibilities:

- Setting direction
- Establishing an effective and efficient structure
- Providing support
- Ensuring accountability
- Providing community leadership as advocates for children, the school district and public schools

These five responsibilities represent core functions that are so fundamental to a school system's accountability to the public that they can only be performed by an elected governing body. Authority is granted to the board as a whole, not each member individually. Therefore, board members fulfill these responsibilities by working together as a governance team with the superintendent to make decisions that will best serve all the students in the community.

For more information on California School Boards please visit: [www.csba.org](http://www.csba.org)

### **AFTER SCHOOL PROGRAM (SOAR)**

The Princeton Elementary School After School Program (SOAR) is in session every regular school day with the exception of the last day of school and the last day before Christmas Break; SOAR will NOT be held on those two school days. SOAR provides pick and drop off for parents.

### **Mission**

To provide high quality learning opportunities that transform lives and strengthen the communities we serve.

## **PRINCETON ELEMENTARY SCHOOL STUDENT/PARENT RESPONSIBILITIES**

### **Student Responsibilities:**

1. I will be in school daily and on time, prepared with adequate materials for each class.
2. I pledge to give every school task my best effort. (Class work and homework)
3. I will show respect for and obey all school staff.
4. I will not interfere with the learning of others, nor will I prevent my teachers from teaching.
5. I will accept responsibility and consequences for all my actions.

### **Parent Responsibilities:**

1. I will encourage and aid my child in regular attendance, positive behavior and academic work.
2. I will provide a regular planned time and adequate place away from distractions such as radio, TV, etc. for homework and study.
3. I understand that detention, school clean up, and/or suspensions are a part of the discipline procedure and accept the responsibility of providing transportation for my child when necessary.
4. I will make every effort to volunteer my help to my child's class or help the school in some way at least 2 hours per semester. I understand that as a parent/guardian, I have the right, through established procedures, to question decisions made regarding my child's education.
5. Volunteering in your child's classroom needs to be pre-arranged with your child's teacher before showing up in the classroom.

## **PRINCETON ELEMENTARY ANTI-BULLYING**

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being a target of bullying. I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

### **Parents: We, the parents agree to:**

1. Keep themselves and their children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with their children their feelings about school, friendships, and relationships.
4. Inform faculty of changes in their children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty if any bullying has occurred

### **Students: We, the students agree to:**

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Talk to teachers and parents about concerns and issues regarding bullying.
4. Support students who have been or are subjected to bullying.
5. Report honestly and immediately all incidents of bullying to a faculty member.

## **PRINCETON ELEMENTARY SCHOOL RULES**

**Safety, respect for others, and acting responsibly are the cornerstone of all school and class rules.**

**Parents please read and discuss the following matrix, playground rules and cafeteria rules with your children.**

### **Objective:**

Students need to know that when they misbehave, they will be provided with a consequence. Students need to know that they will be recognized for good behavior and be provided with a positive award.

### **Procedure:**

A school wide discipline plan for students while on the playground will be instituted. Each classroom teacher and aides are responsible for making students aware of the expectations for student behavior and the rules for outside games. Each adult working in the school is expected to consistently reinforce the established expectations for behavior.

### **School wide rules:**

1. Keep hands, feet and objects to yourself.
2. Follow directions of supervisors.
3. Respect the property of the school and other students.
4. Obey the rules of the playground.
5. Use equipment and apparatus properly.
6. Be orderly while in the cafeteria.

### **Consequences:**

Every time a student chooses to break a rule, a disciplinary consequence will be provided.

### **Offenses:**

1. Improper use of playgroup equipment
2. Name calling (does not include profanity)
3. Use profanity/harassment
4. Not keeping hands, feet and objects to self
5. Throwing food in the cafeteria
6. Dress code violation
7. Disobedience to adults
8. Misuse or damage of school or private property
9. Theft
10. Other

## **PLAYGROUND RULES**

### **Playground and Equipment Rules:**

1. Be responsible: When recess bell rings, students should safely stop playing and freeze. When yard duty excuses you, walk directly to your classroom line assignments--please no stopping at drinking fountains, bathrooms, etc.
2. Be safe: No climbing on the outside of the play structures, trees, backstops, fencing, tetherball poles, or drain pipes.
3. Be safe: No physical contact games, (i.e. tackling, wrestling, play fighting, pushing, playing tag, tripping, pinching, or poking.)
4. Be safe: No throwing gravel, sticks, or other objects (not including sports equipment.)
5. Be kind: No inappropriate language, name-calling, teasing, or abusive remarks.
6. Be safe: Rubber balls are not to be kicked. Soccer balls and kick balls are only to be kicked when on the grass. Balls are not to be bounced or kicked against the walls.
7. Be safe: No inappropriate use of playground equipment.

### **Swings:**

1. Be responsible: To count someone off a piece of equipment you must count to 20 by ones and you must say each number clearly saying, "one and two and three and . . ."
2. Be safe: No climbing on the swing set.
3. Be safe: Swing only when seated.
4. Be responsible: One person per swing.
5. Be safe: Swing front to back only.

### **Slide:**

1. Be safe: Walk up the steps.
2. Be safe: Sit and slide down feet first.
3. Be responsible: One student at a time.
4. Be responsible: No other activities allowed on the slide.

### **Bars:**

1. Be safe: No standing on the bars.
2. Be responsible: No tying clothing to equipment.

### **Tetherballs:**

1. Be safe: Do not swing on the rope or hang on the ball.
2. Be safe: Do not climb up the poles

## **CAFETERIA RULES**

1. Be responsible: No trays or milk will be taken outside the cafeteria by students, except when escorted by your teacher for a minimum day, lunch bunch, or special classroom event.
2. Be responsible: Students shall not share food from their trays with other students or adults.
3. Students shall remain safe by not running in the cafeteria.
4. Be responsible: A doctor's note for food allergies must be given to the school nurse and the cafeteria director.
5. Be respectful: Children may not get out of their seat unless they ask permission from the lunch duty. Students need to wait to be excused to go dump their tray by the person on lunch duty.



## **PRINCETON ELEMENTARY SCHOOL DRESS CODE**

Princeton Elementary takes pride in the appearance of our school and our students. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities, both on and off campus. The best rule for students is that the clothing and grooming be such as to NOT draw undue attention to the individual. Clothes shall be sufficient to conceal undergarments at all times. Clothing must fit the student and be no more than one size larger for growth. If a student is inappropriately dressed and is in violation of the dress code expectations, he/she will be asked to change into appropriate clothes provided by the school. If clothing is not available at school the student may call home for assistance.

### **Dress Standards**

For dress code purposes, mid-thigh is defined as: the midpoint between the hip and knee. Fingertip measurements do not apply and will not be used to determine appropriate length. No garment outlined below (tops, pants, shorts/skirts/dresses) may be see-through, regardless of length.

#### **Tops**

1. Tops must have shoulder straps at least one inch wide. No half-shirt, half-blouse, tank tops, halter-tops, tube tops, fishnet shirts, or any kind of low cut blouse are allowed. The stomach/midriff area may not be exposed, including when reaching.
2. No shirts, sweatshirts, jackets, etc. are allowed that are decorated with inappropriate language, drugs, tobacco, alcohol, violence, or sexual references.

#### **Pants**

1. Pants must not be overly baggy or overly tight as to draw undue attention.
2. Pants must be worn above the hips at all times and able to stay at hip level while walking.
3. No pajama pants may be worn at school unless approved as part of a school-wide function.
4. Pants with holes and/or tears may be worn, however, the holes and/or tears may not be above mid-thigh.

#### **Shorts**

1. Shorts must have an inseam of no less than 3 inches.

#### **Skirts**

1. Skirts and dresses with slits, holes, and/or mesh may be worn but must conform to the mid-thigh requirement.
2. The top of the slits of shorts, skirts, and dresses must conform to the mid-thigh requirement.

#### **Shoes**

1. Shoes at K-8 level must be appropriate for campus activity and physical exercise.
2. Shoelaces must be properly laced in eyelets, tongues in, and all buckles used.
3. Sandals must have a back strap and may be worn with or without socks. Coaches may approve exceptions during sports events.
4. Slippers are only allowed in classrooms when approved as part of a school function.

#### **Undergarments**

1. No undergarments may be showing at any time.

Violations of these rules will be addressed through the Board adopted Discipline Policy.

## **SCHOOL BUS PASSENGER CONDUCT**

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus and shall follow the district's transportation safety plan when crossing the road and exiting the bus.

The driver or any passenger shall report any violation of the district's bus rules to the Superintendent/Principal or designee. The Superintendent/Principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the Superintendent/Principal or designee.

## **SCHOOL BUS SAFETY AND YOUR CHILD**

All students in the Princeton Joint Unified School district who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle and, as such, jeopardizes the safety of all passengers.

Every school bus driver has been supplied with a "School Bus Incident Reporting System" which reflects the rules of student conduct. Students will be cited for the following activities:

*Violation of Safety Procedures*

*Eating/Drinking/Littering*

*Rude/Discourteous/Annoying*

*Fighting/Pushing/Tripping*

*Unacceptable Language*

*Excessive Mischief*

*Destruction of Property*

*Writing*

*Smoking*

**If your child is reported for any of the above instances, the principal will usually take the following disciplinary action:**

**First offense:** A warning to the student with a report to the parents. It is hoped that the parents will help to prevent a recurrence.

**Second offense:** The rider will be denied transportation services until a parent conference is held with the principal, parent and bus driver.

**Third offense:** The rider will be denied transportation services for a period of two weeks.

**Fourth offense:** The rider will be denied transportation services for a period of three weeks.

**Fifth offense:** The rider will be denied transportation services for the remainder of the school year.

The principal is responsible for investigating reports for misconduct, determining, and enforcing the penalty that a rider will receive for his/her misconduct on the bus.

## **STUDENT USE OF TECHNOLOGY**

The Superintendent/Principal or designee shall oversee the maintenance of the school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Technology Acceptable Use Policy describing expectations for appropriate use of the system. Staff shall also be provided with information about their role in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

### **Online/Internet Services: User Obligations and Responsibilities**

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Technology Acceptable Use Policy.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and only for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
  - a. *Harmful matter* includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.
  - a. *Personal information* includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.  
Students shall report any security problem or misuse of the services to the teacher or Superintendent.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Technology Acceptable Use Policy, the Superintendent/Principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

### **ELECTRONIC GAMES**

Electronic games, music devices, or other similar items are not allowed at Princeton Elementary School. Any such items found at school will be confiscated by a staff member and returned only to the student's parent/guardian.

### **CELL PHONES**

Cell phones are to be used for home to school communications and only before or after school hours. Students that need to contact a parent/guardian due to an emergency during the school day will be allowed to use the district's phone. Cell phones should be out of sight in a backpack. The misuse of a cell phone will result in it being confiscated and returned only to the parent/guardian.

### **SECURITY AND DAMAGES**

Responsibility to keep the device secure rests with the individual owner. Princeton Elementary School District is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

## **PRINCETON ATTENDANCE EXPECTATIONS**

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of students are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Students will be expected to attend class regularly and to be on time in order to receive maximum benefits from the instructional program, to develop habits of punctuality, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from the classroom experience. Consistent attendance in classes in the Princeton Joint Unified School District is crucial to each student's personal and academic growth.

Students who are ill should remain at home. It is understood that there will be occasional family emergencies that may require a student to be out of school. However, parents and students are encouraged to meet all school commitments and to schedule all non-school commitments and appointments outside the regular school day. District procedure provides that given parent authorizations, school personnel may, depending on the circumstances, declare other absences excused or unexcused.

### **Student and Parent Attendance Responsibilities**

- When a student is absent, the parent must notify the school within 24 hours by phone or in writing verifying the cause of the absence.
- Calls should be made to the Attendance Office as early as possible. If a call or written note is not received within 24 hours, the absence becomes truancy. The truancy may be cleared by a note or phone call to the Attendance Office by the parent or guardian. Failure to clear the absence may result in disciplinary action.
- Notes must contain the following information: First and last name of student; Date(s) of absence(s) and a dated parent signature. All notes must be in
- If additional information is necessary to determine absence clarification, the attendance clerk will contact the parent/guardian.

## **EXCUSED ABSENCES**

Student shall be excused from school for the following reasons specified by Education Code:

- Illness
- Medical services
- Funeral for a family member
- Observation of a holiday or ceremony of his/her religion
- College/University, trade school visitation
- An employment conference when the pupil's absence has been requested, in writing, by the parent or guardian and approved by the site administrator
- Jury Duty
- Quarantine

Other emergency or set of circumstances which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school.

## **UNEXCUSED ABSENCES**

Education Code requires mandatory school attendance. Students with chronic absences will be identified as truants and will be referred to the County Student Attendance Review Board (SARB) for disposition. Teachers may or may not permit make-up work missed due to unexcused absences. Excessive excused absences for medical services will require a physician's note after the 3rd absence.

## **EMERGENCY CONTACT INFORMATION**

It is sometimes necessary for a child to go home because of illness. For this reason, it is important that emergency contact information is up to date in the office. This information will let school officials know which physician to contact in case of emergency and also serves as authorization to allow the school to release students to designated family members/friends and for the student to receive medical services if necessary.

## **STUDENT SIGN-IN AND SIGN-OUT**

Students who leave school for any appointments, etc., during the day need to be signed out at the office by the responsible parent or guardian. When they return to school they need to be signed back in. Students who are tardy must also be signed-in by their parent/guardian.

## **ADULT SIGN-IN AND SIGN-OUT**

All visitors, including parent volunteers, need to sign-in and sign-out at the office. Visitors will be given a visitor badge to wear while on campus.

## **LOST AND FOUND**

Please label your child's valuables such as coats, sweaters, caps, and lunch pails. Due to similarity in clothing and lunch pails, it is difficult to keep track of what belongs to whom. If an item is lost, please check with the school office. At the end of the year all remaining items are donated to a local charity.

## **SCHOOL LUNCH PROGRAM**

*\*With the implementation of the Universal Free Meal Program all students will eat free for the 2023-24 school year.*

Princeton Elementary serves an "Offer vs. Serve" lunch which means that we offer a complete lunch of five food groups. The children have a choice to take the complete lunch or choose three (3) food groups out of the five. Since the children have the choice of what they want to eat, we require that they eat everything they take.

Food groups offered are (1) meat/meat alternate, (2) vegetable, (3) fruit, (4) bread, and (5) milk. Students may take a minimum of three groups. At least one of the groups *must* be a fruit or vegetable. Salad bar is available.

### **School Breakfast/Lunch Program**

Princeton Elementary School offers breakfast/lunch to **ALL** students who wish to participate. Students must take at least 3 items offered; one of the items must be a fruit. Breakfast will be served daily from 8:00 a.m. to 8:25 a.m. Prices for breakfast will be \$2.00 for full-price and \$.30 for reduced pri