

PARENT/GUARDIAN HANDBOOK

2013 -2014

THE PLAINFIELD ACADEMY FOR THE ARTS AND ADVANCED STUDIES

Mrs. Angela Bento
Principal, PAAAS

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WELCOME!

PAAAS is pleased to welcome you to our small learning community. As parents/guardians, you are your child's first teacher. The Plainfield Public School District offers many ways for you to become involved in the education of your child. Our school welcomes and encourages responsible parent and community involvement and participation. On these pages you will find descriptions of the many ways you can utilize your talents, abilities and experiences to enhance the educational opportunities for our students.

VISION

The Plainfield Academy for the Arts and Advanced Studies (PAAAS) will be New Jersey's premier small learning community providing personalized arts and academic preparation for the 21st century student.

MISSION STATEMENT

In support of the goals of the Plainfield Board of Education, with cooperation among parents, students, educators, and the larger community, PAAAS will provide students in grades 7 - 12 with a highly personalized learning experience focused on the visual and performing arts, and all academic disciplines. Student centered learning experiences will be executed in an atmosphere of high standards, rigor, and technology infusion, leading to excellence in post-secondary preparation.

PAAAS STUDENT/FACULTY AFFIRMATION

I am a member of the PAAAS community.

I pledge to be respectful, responsible, and honorable.

I will challenge my intellect.

I will embrace diversity.

I am committed to excellence and integrity.

We are PAAAS.

CLASSROOM VISITATION

Conferences with teachers must be scheduled in advance. Parents/Guardians may visit classrooms for the purpose of **observation** only by signing-in at the PAAAS main office.

SCHOOL HOURS

The school day begins at 8:00 a.m. Students who are not eating breakfast may enter the building at 7:45 a.m. The school day ends at 4:00 p.m.

All students arriving to PAAAS after 8:00 a.m. are required to be signed-in at the main office by their parent/guardian.

BUILDING ENTRY

All students will arrive at the bus drop-off point in the back parking lot. Parents accompanying tardy students may use the Rock Avenue entrance. Please sign your student in at the Main Office.

STUDENT IDENTIFICATION CARDS

All students are required to wear their IDs at all times throughout the school day.

FOOD SERVICE

Every family must complete a Free or Reduced Lunch Application. Parents have the option of setting up a pre-paid account through Food Services so students may use their ID cards to pay for lunch.

BREAKFAST

Breakfast will be available from 7:30 a.m. to 7:50 a.m. each day.

LUNCH

Lunch will be served for 40 minutes every day in the cafeterium. Students may also bring your own lunch. No food or beverage is allowed in the classroom.

Cafeteria Rules are:

1. Students should report to the cafeteria only at the assigned lunch period.
2. ID cards must be visible and worn around the neck.
3. Students must take a tray for food and must dispose of trays in trash barrels after eating. Tables are to be cleaned before leaving.
4. Students are responsible for keeping their area clean. Items that fall should be picked up and disposed of properly.
5. All food and beverage must be consumed in the cafeteria.

6. Students must use designated doors for entrance and exit.
7. Food is not to be taken out of the cafeteria.
8. Card games are prohibited.
9. Students are expected to behave appropriately at all times.
10. No food may be delivered into the cafeteria from outside commercial food establishments. Students may bring food from home (brown bag, lunch box, etc.).

Students found to be in violation of the above regulations will be subject to administrative disciplinary action.

SNACK

Students may enjoy a snack during the twenty-minute break between eighth and ninth periods. It is recommended that all students bring a snack from home or plan to purchase one from the school store. Snacks must be eaten in the designated areas only.

OPEN CAMPUS

This privilege is an opportunity for senior students to learn the skill of budgeting their time and demonstrating personal accountability.

- Seniors are permitted to leave campus during lunch only and are required to sign out and sign in with security.
- Students are not permitted to have lunch delivered to the school from outside commercial food establishments.
- When students leave campus for lunch they are to return in time for their next class. Consequences for returning late to school are described in the attendance policy.
- Open campus privileges will be revoked if a student receives 5 demerits. Additionally, the PAAAS administration reserves the right to revoke the privilege at any time.
- Parental permission must be given for seniors to leave campus. This permission form will be distributed at the start of the school year.

Parking

Seniors may park in the back corner of the Jefferson/PAAAS lot in the 20 marked spaces. Permit must be displayed on the rear left window (driver's side).

SCHOOL CULTURE

At PAAAS, we value

- a positive attitude
- respect by all and to everyone
- a creative, friendly, and engaging atmosphere
- responsibility and integrity

Students should expect a vigorous academic curriculum requiring increased demands on time, personal organization, and commitment.

STUDENT CONTRACT

All students will sign a PAAAS STUDENT CONTRACT. A copy of this contract is included as an addendum in this handbook. Please review the contract with your child and sign it.

DRESS CODE

The PAAAS student uniform consists of khaki pants and either a navy blue (Grades 7 & 8) or hunter green (Grades 9, 10, 11, & 12) polo shirt with black or brown shoes only. Girls may also wear a knee-length khaki skirt. Students may wear a navy blue or hunter green sweater. No sneakers, boots, shorts, baggy pants, hoodies, sweatshirts or headgear are allowed. Shirts must be tucked in at all times. Boys must tuck in their shirts and wear a belt at all times.

ATTIRE FOR PHYSICAL EDUCATION

Students must wear navy blue sweatpants or gym shorts and a gray or white T-shirt for Physical Education class.

STUDIO ATTIRE

Dance

Males: T-shirt must be white and fit smoothly, black tights, white socks, ballet shoes, collar-length hair.

Females: Pink tights, black leotard, pink ballet shoes, hair must be in a bun (for ballet).

Studio Art

Students must have a protective garment to be worn over the regular school uniform. This may be a smock, T-shirt, or button-down shirt.

Graphic Arts, Music, Theatre, TV Production, Web Design

Students will wear their standard school uniform.

SCHOOL MATERIALS (Books, musical instruments, etc.)

- Students will be required to sign for all school-owned materials issued by their teachers.
- All textbooks must be covered. It is the responsibility of the student to maintain the condition of their textbooks so that they are returned in the same condition in which they were received.
- Fines will be assessed for all books and other materials not returned or returned in damaged condition.

ADVISORY

The advisory period provides students with tools and skills that help them balance academics, talent, and life responsibilities. Students are taught organizational and study skills that increase and strengthen academic achievement and areas of talent.

Every student will be assigned to an advisory group consisting of peers and a teacher-advisor. This group will meet on a daily basis for the purpose of academic guidance, creating a feeling of community among students, supporting student achievement, and coordinating issues between home and school.

Advisory Methodology:

Adjusting to school, making a successful transition

Making the transition to a different academic environment, particularly one which will be more rigorous, can be stressful for students. Students will encounter new rules, new norms, new expectations, and a whole new student culture. Advisory will help students make that transition more gracefully.

Community-building and promoting a positive school climate

- Students should feel respected and supported.
- Students should feel a sense of belonging in their advisory group.
- Students should participate positively at PAAAS.
- Students should take responsibility for their academic achievement.

Academic advising and coaching

- Advisors will coach advisees in multiple strategies and techniques to promote self-directed learning.
- Advisors will help advisees learn how to manage time and keep track of assignments.
- Advisors will help advisees use the support of their peer groups.
- Advisors will help advisees take advantage of school activities such as clubs and teams, counselors, and scholarships.

PAAAS CODE OF CONDUCT

The following is a summary of student expectations as per district policy. Please see district website for complete listing and description.

HONOR CODE

Students will act with integrity and do their own work. Students will not lie, cheat, plagiarize, nor condone these actions by others.

CELL PHONE/ELECTRONIC EQUIPMENT

NO STUDENT CELL PHONES OR ELECTRONIC ENTERTAINMENT DEVICES are allowed to be operational in the building during the instructional day. Violations of this policy will result in confiscation of the equipment. Confiscated equipment will be turned into the PAAAS office. Students may use the main office phones to contact their parents/guardians in cases of emergency only.

ABUSIVE LANGUAGE

Use of abusive language either against another student or staff member will not be tolerated.

ATTENDANCE

It is the parent's responsibility to make sure that their child attends school everyday.

Students are expected to report to school by 8:00 a.m. Students who are tardy must be signed-in by a parent/guardian.

3 times unexcused late to class = 1 cut. Unexcused tardiness to class in excess of 10 minutes will be recorded as a cut.

CUTTING

A cut is an unexcused absence. If a student is not in class it is deemed a cut and will be dealt with appropriately.

HALL PASSES

Students are required to have a pass anytime when in the hallway during scheduled class time.

DETENTION

Teacher detention for minor infractions will be held from 2:16 to 2:30 as arranged by individual teachers. Detentions may also be scheduled during lunch period or after school.

BULLYING

Harassment, intimidation or bullying will not be tolerated. Please see district policy.

ALL infractions will be addressed by the PAAAS Administrator.

ACADEMIC EXPECTATIONS

Students should be prepared for class each day. Minimally, students must always have writing utensils, paper (loose leaf or notebook) and required textbooks and/or workbooks. Each teacher will provide students with a list of additional supplies as each course dictates.

HOMEWORK STANDARD

- Homework is a natural extension of the school day and an important aspect of the learning experience. Homework encourages responsibility, pride in one's work, and an interest in learning.
- Doing homework every night is a complement to class work and helps students to practice and reinforce what they've learned.
- PAAAS students are assigned homework every night (Monday through Friday). Students will record daily homework assignments in their academic planners.
- Homework is due on the date given by the instructor. Students may submit homework one day late for partial credit. After one day, no credit is received.
- Projects may be assigned in addition to daily homework.
- Parental involvement is crucial in monitoring completion of homework assignments. Please follow these procedures to facilitate school/home coordination:
 - All homework assignments and due dates should be recorded by students in the student planners provided to them at the beginning of the year.
 - Seventh grade students will be directed to request that a parent review the academic planner and initial it daily.
 - All other students should provide parents an opportunity to review the academic planner at least once a week.

- Notes to teachers may be written in the student planner. It is the student's responsibility to bring any parent communication to the attention of the appropriate teacher.
- Additional help is available upon request.
- Teachers' e-mail addresses are available for communication with parents and students. Please see faculty list at the end of this packet.

GRADING

Grading will be consistent with the Plainfield Public School District policy as follows:

A	93 - 100
B	83 - 92
C	73 - 82
D	65 - 72
F	64 - and below

Progress Reports will be distributed once in the middle of each of the four marking periods.

Report Cards

Grade reports will be mailed to parents following each of the four marking periods.

Parent Teacher Conferences

October 22-24, 2013

March 18-20, 2014

Test Schedule

NJASK 7: April 28 - May 1, 2014

NJASK 8: April 28 - May 1, 2014

HSPA 11: March 4–6, 2014

End of Course Biology: May 20-21, 2014

End of Course Technology: TBA

GENERAL POLICIES AND PROCEDURES

Genesis Parent Portal (provides parent access to student records) is a website that can be accessed through the following web address: **parents.plainfieldnj12.org**. This website allows you to view the following for your child: grades, assignments, student attendance, conduct/discipline, student transcripts, and receive parental notifications. Providing your e-mail address on Genesis also allows teachers to easily communicate with you.

To obtain access, visit PAAAS with a photo ID and complete the Parent/Guardian Student Access Request Form. If you have additional questions, please call the Office of Student Accounting at (908) 731-4321.

ENRICHMENT ACTIVITIES

Students will have the opportunity to participate in district extra-curricular activities and field trips. To participate, students must submit signed permission slips from a parent or guardian no later than the day prior to the event.

FUNDRAISING as per district policy.

LOCKERS

Students will be provided with a locker for personal items. Students may go to their lockers at these designated times: before their first class, before and after lunch, during the afternoon break, and at dismissal. Lockers are the property of the Board of Education, and as such, school officials have the right to inspect lockers without notice.

EMERGENCY CONTACT BY PARENTS DURING SCHOOL HOURS

Please contact the PAAAS main office at 908-731-4421.

EMERGENCY CONTACT DATA

Please make sure the district has up-to-date contact information by promptly completing a Student Emergency Card at the beginning of the school year and updating it whenever there is a change in address, phone or email information.

FORGOTTEN ITEMS

If your child forgets to bring an item to school which is needed that day, please bring it to the main office, labeled with the student's name, and it will make its way to your child.

MEDICATION

In order for the nurse to administer any medication, written permission must be provided by the parent/guardian. Please see district policy for full details.

ABSENCES FROM SCHOOL

To report an absence, a parent/guardian must notify the PAAAS attendance secretary at 908-731-4421 by 8:30 a.m. Upon return to school, an excuse note from the parent/guardian is required.

MAKEUP WORK FOR ABSENCES/VACATION

It is the student's responsibility to obtain missed classwork, homework, projects, and tests and to complete them within the allotted time frame. Students have one day for every day they are absent to make up any missed assignments.

EARLY DISMISSAL OF INDIVIDUAL STUDENTS

Parent/guardian must sign the student out from the main office in person.

COMPUTER USE AND INTERNET ACCESS

Please see district policy.

SCHOOL CLOSINGS

During an emergency closing, the district will make automated phone calls home starting at 5:30 a.m. and post the information on the district website. It will also be announced on the following:

Radio Stations

WCTC-1450 AM
WMGQ 98.3 FM
WKXW 101.5 FM

TV Stations

CW - Channel 11
FOX - Channel 5
Comcast - Channel 12

DELAYED OPENING

Students are to report to PAAAS at 10 a.m. See Delayed Bell Schedule.

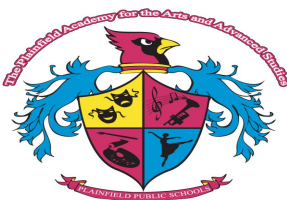
HALF-DAY SCHEDULE

See Half-Day Bell Schedule.

PARENTAL/GUARDIAN PHOTO RELEASE FORM (English and Spanish)

Occasionally, students in the Plainfield Public Schools are asked to participate in publications, publicity, or public information activities about school or district programs. To guarantee a student's privacy and to ensure that you agree in your child's participation, please sign this form at the end of this handbook.

The form will give the school and district your approval for your child's name, work, photograph, voice or oral statements to appear in school or district publications and websites, publicity efforts, videos, newspapers and TV.



STUDENT CONTRACT

Please make sure you read, understand, and agree to all the information below. After reading it, you and a parent/guardian are required to sign this form which will act as a binding contract between the Academy member and the Plainfield Academy for the Arts and Advanced Studies.

1. Each student will comply with all district, school, and class rules including those stipulated in the PAAAS Honor Code.
2. Each student is to attend classes each day according to state and district policies. Daily attendance has a definite correlation to academic achievement.
3. Each student is to be on time to school and to each class. Being on time is important for school, at college, and in the workplace.
4. Each student is responsible for bringing materials to class, such as notebooks, pens, pencils, etc. as the teacher requires. Being prepared and planning ahead are important steps for being successful now, in college, and in the workplace.
5. Each student will complete work in a timely manner and listen to directions carefully.
6. Each student is to be respectful of each other, teachers, and all staff, and work cooperatively in a supportive learning environment.
7. Cell phones and all unauthorized electronic devices are not permitted in the building as per district policy.
8. Each student will demonstrate a positive attitude about learning.
9. Parents are expected to help their child/children as much as possible through encouragement, reinforcement of their responsibilities, and support their efforts towards greater academic, artistic, and social achievements.

BY SIGNING THIS CONTRACT, I CERTIFY THAT I HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY ALL ITS CONTENTS.

I ALSO UNDERSTAND THAT I HAVE COMMITTED TO REMAIN IN THE PLAINFIELD ACADEMY FOR THE ARTS AND ADVANCED STUDIES FOR A MINIMUM OF ONE YEAR.

Student signature

Parent/Guardian signature

Date

Print name - Student

Print name - Parent/Guardian

Date

PAAAS REGULAR DAY BELL SCHEDULE

8:00 – 8:30 a.m.	Advisory
8:35 – 9:15 a.m.	1st Period
9:18 – 9:58 a.m.	2nd Period
10:01 – 10:41 a.m.	3rd Period
10:44 – 11: 24 a.m.	4th Period
11:27 – 12:07 p.m.	5th Period
12:10 – 12:50 p.m.	6th Period
12:53 – 1:33 p.m.	7 th Period
1:36 – 2:16 p.m.	8 th Period
2:16 – 2:30 p.m.	Break
2:30 – 3:10 p.m.	9th Period
3:13 – 3:53 p.m.	10th Period

PAAAS HALF-DAY BELL SCHEDULE

8:00 – 8:31 a.m.	1 st Period
8:34 – 9:05 a.m.	2 nd Period
9:08 – 9:39 a.m.	3 rd Period
9:42 – 10:13 a.m.	4 th Period
10:16 – 10:47 a.m.	5 th Period (no lunch)
10:50 – 11:21 a.m.	6 th Period (no lunch)
11:24 – 11:55 a.m.	7 th Period
11:59 – 12:30 p.m.	8 th Period

PAAAS DELAYED BELL SCHEDULE

10:00 – 10:30 a.m.	1 st Period
10:33 – 11:03 a.m.	2 nd Period
11:06 – 11:36 a.m.	3 rd Period
11:39 – 12:09 p.m.	5 th Period
12:12 – 12:42 p.m.	6 th Period
12:45 – 1:15 p.m.	4 th Period
1:18 – 1:48 p.m.	7 th Period
1:51 – 2:21 p.m.	8 th Period
2:21 – 2:36 p.m.	Break
2:36 – 3:06 p.m.	9 th Period
3:09 – 3:53 p.m.	10 th Period

PAAAS FACULTY 2013-2014

Name	Position	E-mail
Adams, Vanessa	History	vadams@plainfield.k12.nj.us
Alexandre, Daphne	World Language	dalexandre@plainfield.k12.nj.us
Amaro, Johanna	World Language	jamaro@plainfield.k12.nj.us
Banta, Mary	History	mbanta@plainfield.k12.nj.us
Barracato, Vincent	Special Education	vbarracato@plainfield.k12.nj.us
Carter, Corey	English	ccarter@plainfield.k12.nj.us
Cavallo, Roger	Math	cavallo@plainfield.k12.nj.us
Collins, Jennifer	English	jcollins@plainfield.k12.nj.us
Domenico, Paul	TV Production	
Feijoo, Oscar	Bilingual Science	ofejio@plainfield.k12.nj.us
Ford, Deborah	Dance	dford@plainfield.k12.nj.us
Gold, Daniel	Science/Robotics	dgold@plainfield.k12.nj.us
Goodrich, Taryn	English	tgoodrich@plainfield.k12.nj.us
Guenette, Lauren	Math	lguenette@plainfield.k12.nj.us
Hansell, Rachel	Vocal Music	rhansell@plainfield.k12.nj.us
Hoyos, Laura	Graphic Art	lhoyos@plainfield.k12.nj.us
Kimble, Onekka	Special Education	okimble@plainfield.k12.nj.us
Lester, Jerry	Technology	jlester@plainfield.k12.nj.us
Leunes, Keli	Math	kleunes@plainfield.k12.nj.us
Matthews, Thelma	Science	tmatthews@plainfield.k12.nj.us
Miller, Othell	Theatre	omiller@plainfield.k12.nj.us
Nelson, Francis J	History	fnelson@plainfield.k12.nj.us
Nettingham, Ann	Guidance Counselor	anettingham@plainfield.k12.nj.us
Pisani, Michael	Science	mpisani@plainfield.k12.nj.us

Rached, Paola	Visual Arts	prached@plainfield.k12.nj.us
Rosen, Dr. Marc	Science/Testing Coord	mrosen@plainfield.k12.nj.us
Schultz, Sandra	English	sschultz@plainfield.k12.nj.us
Thomas, Leon	Math	lthomas@plainfield.k12.nj.us
VieBrock, Shauna	Physical Education	sviebrock@plainfield.k12.nj.us
Villaquiran, Gloria	World Language	gvillaquiran@plainfield.k12.nj.us
Williams, Greg	Instrumental Music	grwilliams@plainfield.k12.nj.us
Wollman, Michael	Social Studies	mwollman@plainfield.k12.nj.us
Yapczenski, Ed	Physical Education	eyanczenski@plainfield.k12.nj.us
TBA	Business/Technology	
TBA	English	
TBA	English	
TBA	Science	
TBA	History	

Plainfield Public Schools
2012 - 2013
Parental/Guardian Photo Release/Usage Form

This parental consent form requests your permission for the usage of your child's photo/image and his/her work to be published on the district website, district blogs, publications, promotional materials and multimedia productions.

Please check and initial your choice. Then fill out the information and sign your name. Thank you.

_____ I/WE grant permission for the usage of a photo/image of my child and his/her work to be published on the district website, district blogs, publications, promotional materials and multimedia productions:

a _____ With personal information (name only)

b _____ Without personal information

_____ I/WE DO NOT grant permission for the usage of a photo/image of my child and his/her work to be published on the district website, district blogs, publications, promotional materials and multimedia productions.

Student's Name (please print): _____

Student's Grade: _____

Name of Parent/Guardian (please print): _____

Signature of Parent/Guardian: _____

Relation to Student: _____

Email Address: _____

Date: _____

PLEASE NOTE:

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

**Plainfield Public Schools
2012 - 2013**

Permiso del Padre/Encargado para el Uso de Fotografía e Imágenes

Este formulario de consentimiento solicita su permiso para la publicación de la foto/imagen de su hijo/a en la página electrónica escolar y/o distrito u otras publicaciones promocionales y medio de comunicación.

Favor de verificar y marcar con sus iniciales su selección. Luego de completa la información de abajo y firme su nombre.

_____ YO/NOSOTROS **damos permiso** para el uso de la foto/imagen y trabajo escolar de este estudiante en la página electrónica escolar o del distrito u otras publicaciones promocionales y medios de comunicación:

a _____ Con información personal (nombre solamente)

b _____ Sin información personal

_____ YO/NOSOTROS **NO damos permiso** para el uso de la foto/imagen y trabajo escolar de este estudiante en la página electrónica escolar o del distrito u otras publicaciones promocionales y medios de comunicación

Nombre del Estudiante (en letra de molde): _____

Grado del Estudiante: _____

Nombre del Padre/Encargado: _____

Firma del Padre/Encargado: _____

Relación al Estudiante: _____

Dirección Electrónica: _____

Fecha: _____

ATENCIÓN:

Si usted, como padre o encargado, desea anular este acuerdo, puede hacerlo cualquier momento por escrito, enviando una carta al principal de la escuela de su hijo/a. La cancelación tomará efecto en cuanto la escuela reciba su carta.