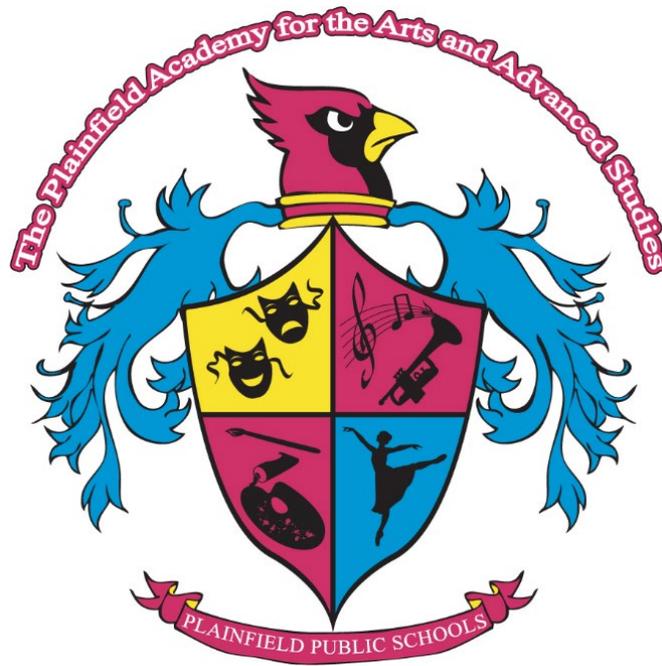


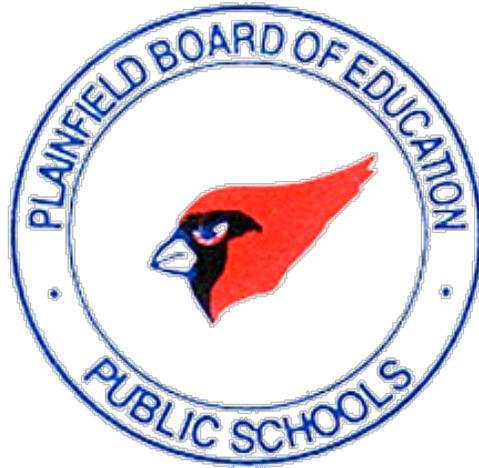
PLAINFIELD ACADEMY FOR THE ARTS AND ADVANCED STUDIES



Parent/Guardian Handbook

2022-2023

Mr. Gregory K. Sneed, Principal
Mrs. Aurora J. Hill, Vice Principal



Dr. Diana Mitchell
Superintendent of Schools

Mark A. Williams
Assistant Superintendent of Schools

Plainfield Board of Education Members

Ms. Josely M. Castro, President
Mrs. Hanae Wyatt, Vice President
Mrs. Lynn Anderson-Person
Mr. Eric Andrews
Mrs. Willie P. Hembree
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Mrs. Sarah Virgo
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WELCOME!

We are excited to welcome you to PAAAS! Here you will have the opportunity to participate in a unique and dynamic small learning community based on rigorous academic and artistic curricula. Your experiences here will be as rich as your contributions of effort and dedication. We look forward to working with you to develop your intellect and abilities.

District's Mission Statement

The Plainfield Public Schools in partnership with its community shall do whatever it takes for every student to achieve high academic standards. No alibis, no excuses, no exceptions!

PAAAS' 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 postsecondary preparation.

PAAAS' 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.

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.



SCHOOL HOURS

The school day begins at 7:50 a.m. Students may enter the building at 7:30 a.m. The school day ends at 3:57 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.

Parking & Student Drop Off

- Parents may drop students off at the bus drop-off point in the back parking lot.
- No drop offs should be made in the Rock Avenue parking lot; however, parents accompanying tardy students may use the Rock Avenue entrance.
- Seniors may park in the back corner of the Jefferson/PAAAS lot in the 20 marked spaces.
- Any questions regarding bus schedules can be answered by the department of Transportation at 908-731-4351.

STUDENT IDENTIFICATION CARDS

The school will provide a current photographic identification card for the purpose of school security, attendance, student accounting and safety. ID cards must be worn on an approved color-coded lanyard in full view throughout the school day and during school events.

Students who lose or misplace their ID will be required to replace the lost card. Replacement identification will be provided at a cost of \$5.00, billed by the department of Student Accounting.

FOOD SERVICE

Every family **MUST** complete a Free or Reduced Lunch application by **October 14, 2022**; they are available on the district and school websites. 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 45 minutes every day in the cafetorium. Students may also bring their own lunch. No food or beverage is allowed in the classroom. Water bottles are permitted. Seating will be determined by CDC guidelines.

Cafeteria Rules are: (STUDENTS MUST SIT 3 FEET APART)

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 cans 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 beverages 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 **AT ANY TIME**.
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.

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 to ensure they understand each item.

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 shoes and/or solid color sneakers have been approved as well as boots that are solid colors with rubber soles. Girls may also wear a knee-length khaki skirt. Students may wear a navy blue, hunter green, white, black, gray, or brown button-down sweater. No shorts, baggy pants, hoodies, sweatshirts or headgear are allowed. Shirts must be tucked in at all times. Boys must wear a belt at all times. No scarves or do rags are allowed.

STUDIO ATTIRE

Dance

1. A black leotard for class this is to be worn Monday-Thursday (on Friday dancers can wear colored leotards or fitted dance tank tops)
No cover-ups, sweatshirts or sweaters will be permitted. Dancers must keep proper hygiene so leotards must be washed out each night.
2. Tan, black, or pink convertible tights are required for class. Ripped tights will not be allowed, and tights must be washed regularly. We recommend purchasing a few pairs for this reason.
3. Split sole pink ballet shoes for girls and black ballet shoes for boys are required for ballet days.
4. Split sole jazz shoes (black)
5. Boys Ballet: White fitted t-shirt, black pants and a dance belt.
6. Boys Modern/Jazz: fitted black t-shirt, black pants or shorts and a dance belt.

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.
- Each student will be given an iPad case/charger/cube. Students are responsible for any damage caused to the iPad. Students must bring the iPad to school every day charged.

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 7:45 a.m. Students are expected to report to homeroom by 7:50 a.m. Students who are tardy must be signed-in by a parent/guardian.

Three (3) 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

Detentions will be given on Tuesdays and Thursdays from 4-5.

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 instruments, 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:
 - Parents must register for the Genesis Parent Portal by contacting the main office or your child's Guidance Counselor.
 - Classwork/homework assignments and due dates are posted in Genesis.
 - Parents should take the opportunity to review the grading and assignments tab per week.
 - Notes to teachers may also be sent by way of email through Genesis.
 - 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.
 - Assignments may also be posted in Google classroom for students by their respective teachers. Students are expected to monitor their posted assignments. We strongly encourage parents/guardians to monitor students' progress as well.

GRADING

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

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83 -86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	64 and below

Progress Reports will be posted in Genesis, for each of the four marking periods.

Report Cards

Grade reports will be viewable to parents in Genesis following each of the four marking periods. **Report cards will no longer be mailed home.**

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, please contact the main office or your child's Guidance Counselor via email. If you have additional questions, please call the Main Office at (908) 731-4370.

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

Each student 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, 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 908-731-4370.

EMERGENCY CONTACT DATA

Please make sure the district has up-to-date contact information. Please contact the main office for assistance 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. Label the item 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 908-731-4370 by 8:30 a.m. Upon return to school, students may provide a doctor's note to excuse the absence.

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 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

News 12 New Jersey – Channel 12,
CW – Channel 11
FOX – Channel 5

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 with your child's participation, please sign the 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 **any/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.

X _____ X _____ X _____
Print name - Student Student Signature Date

X _____ X _____ X _____
Print name – Parent/Guardian Parent/Guardian Signature Date



Full Day Bell Schedule

45 Minute Periods

Homeroom	7:50-8:00
1	8:00-8:45
2	8:48-9:33
3	9:36-10:21
4	10:24-11:09
5	11:12-11:57
6	12:00-12:45
7	12:48-1:33
8	1:36-2:21
9	2:24-3:09
10	3:12-3:57

Delayed Opening Bell Schedule	
37 Minute Periods	
Homeroom	9:50 – 10:00
2	10:00 -10:37
3	10:40 -11:17
4	11:20 -11:57
5	12:00 -12:37
6	12:40 -1:17
7	1:20 -1:57
8	2:00 - 2:37
9	2:40 - 3:17
10	3:20 - 3:57

½ Day (Single Session) Bell Schedule	
29 Minute Periods	
Homeroom	7:50 – 8:00
1	8:00 – 8:29
2	8:32 – 9:01
3	9:04 – 9:33
4	9:36 – 10:05
5	10:08 – 10:37
6	10:40 – 11:09
7	11:12 – 11:41
8	11:44 -12:13

Note: Lunch served to go at dismissal.

PAAAS Faculty and Staff

Main Office		
Mr. Gregory K. Sneed	Principal	gsneed@plainfield.k12.nj.us
Mrs. Aurora J. Hill	Vice Principal	ajhill@plainfield.k12.nj.us
Revonda K. Christmas	Principal Secretary	rchristmas@plainfield.k12.nj.us
Jeremy Lewis	Attendance Secretary	jlewis@plainfield.k12.nj.us
Educators		
Afriyie, Carol	World Language/French	cafriyie@plainfield.k12.nj.us
Aguirre, Taryn	ELA	taguirre@plainfield.k12.nj.us
Ahr, Nicholas	Social Studies	
Barracato, Vincent	Special Education	vbarracato@plainfield.k12.nj.us
Bentley, Vanita	ELA	vbentley@plainfield.k12.nj.us
Caffrey, Scott	Social Studies	scaffrey@plainfield.k12.nj.us
Carter, Corey	ELA	ccarter@plainfield.k12.nj.us
TBD	Mathematics	@plainfield.k12.nj.us
Clark, Joseph	Special Education	jclark@plainfield.k12.nj.us
D'Amico, Paul	TV Production	pdamico@plainfield.k12.nj.us
Davis, Donald	Teacher Assistant	ddavis@plainfield.k12.nj.us
Fugawala, Rida	Technology	rfugawala@plainfield.k12.nj.us
Getz, Leah	Vocal	lgetz@plainfield.k12.nj.us
Gold, Daniel	Science/Robotics	dgold@plainfield.k12.nj.us
Gueli, Samantha	History	sgueli@plainfield.k12.nj.us
Hartpence, Allison	ELA	atimpert@plainfield.k12.nj.us
Ho, Amber	Mathematics	aho@plainfield.k12.nj.us
Horn, Kristina	Dance	kahorn@plainfield.k12.nj.us
Kamani, Archana	Visual Arts	akamani@plainfield.k12.nj.us
Klinger, Arlen	Mathematics	aklinger@plainfield.k12.nj.us
Krywy, Matthew	Science	mkrywy@plainfield.k12.nj.us
Lee, Sang	Music/Piano	slee@plainfield.k12.nj.us
Leunes, Keli	Mathematics	kleunes@plainfield.k12.nj.us
TBD	Mathematics	@plainfield.k12.nj.us
Mahadevan, Aiswarya	Biology	amahadevan@plainfield.k12.nj.us
TBD	Health/Physical Education	@plainfield.k12.nj.us
Maxham, Jennie	Graphic Arts	jmaxham@plainfield.k12.nj.us
Mendoza, Marlon	World Language/Spanish	mmendoza-rodriguez@plainfield.k12.nj.us
Miller, Othell	Theater	ojmiller@plainfield.k12.nj.us
Moysam, Lien	Teacher Assistant	lmoysam@plainfield.k12.nj.us
Nelson, Francis	History	fnelson@plainfield.k12.nj.us
Newman, Hayley	ELA	hnewman@plainfield.k12.nj.us
Panchenko, Joey	Business	jpanchenko@plainfield.k12.nj.us
Pearson, John	ELA	jpearson@plainfield.k12.nj.us
Pisani, Michael	Science	mpisani@plainfield.k12.nj.us
Plummer, Joel	History	jplummer@plainfield.k12.nj.us

Ramirez, Adriana	ELA	aramirez@plainfield.k12.nj.us
Romero, Felix	Health/Physical Education	fromero@plainfield.k12.nj.us
Thomas, Gregory	Business	gthomas@plainfield.k12.nj.us
TBD	Mathematics	@plainfield.k12.nj.us
TBD	World Language/Spanish	@plainfield.k12.nj.us
Whitaker, Quinta	Teacher Assistant	qwhitaker@plainfield.k12.nj.us
Williams, Gregory	Instrumental Music	grwilliams@plainfield.k12.nj.us
Yapczenski, Edward	Health/Physical	eyapczenski@plainfield.k12.nj.us
STUDENT SUPPORT SERVICES		
Johnstone, Glen	Nurse	gjohnstone@plainfield.k12.nj.us
Mayes, Tiana M.	Social Worker	tmayes@plainfield.k12.nj.us
Bergamotto, Lisa	Guidance/Anti-Bullying Specialist Grades 7, 11, 12	lbergamotto@plainfield.k12.nj.us
Krok, Denise	Guidance/Anti-Bullying Specialist Grades 8, 9, 10	dkrok@plainfield.k12.nj.us
Zachariah, Rivca	District School Psychologist	rzachariah@plainfield.k12.nj.us
SUPPORT STAFF		
Brown, Bradley	Head Custodian	bbrown@plainfield.k12.nj.us
Drakeford, Roderick	Custodian	rdrakeford@plainfield.k12.nj.us
Gregory, Karl	Custodian	kgregory@plainfield.k12.nj.us
Thomas, Desmarie	Custodian	dthomas@plainfield.k12.nj.us
Thomas, Ronnie	Security	rthomas@plainfield.k12.nj.us
Tucker, Renee	Security – P/T	rtucker@plainfield.k12.nj.us

Plainfield Public Schools
2022- 2023
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
2022 - 2023
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.