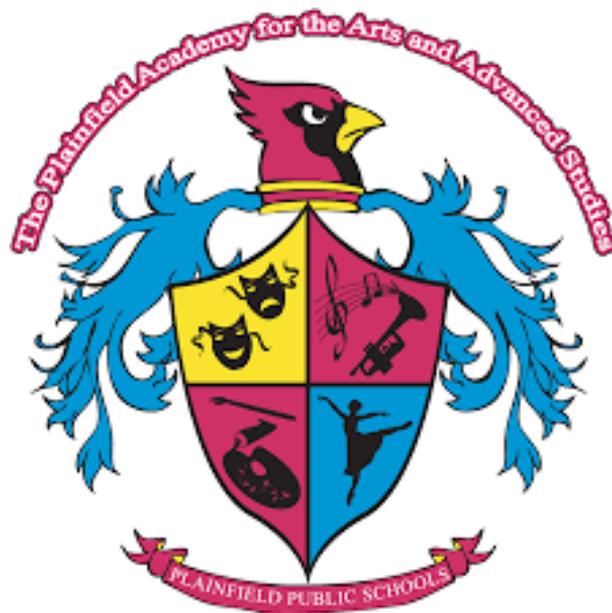


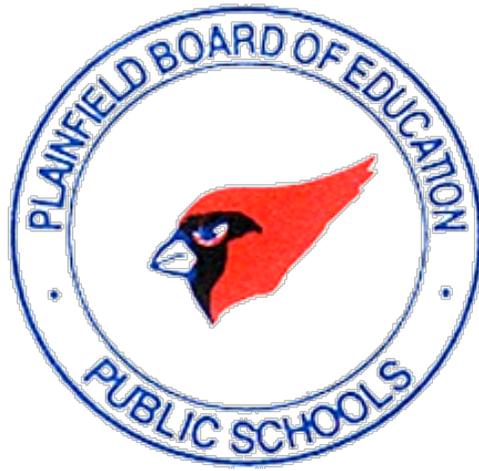
# **PLAINFIELD ACADEMY FOR THE ARTS AND ADVANCED STUDIES**



## **Staff Handbook**

**2023-2024**

**Mr. Gregory K. Sneed, Principal  
Mr. Eric Orlando, Vice-Principal**



Mr. Rashon Hasan

**Superintendent of Schools**

Mark A. Williams

**Deputy Superintendent of Schools**

**Plainfield Board of Commissioners**

Mrs. Hanae Wyatt, President

Mrs. Sarah Virgo, Vice President

Mr. Eric Andrews Jr.

Ms. Josely M. Castro

Mr. Azim A. Gray

Mrs W.Pat Hembree

Ms. ShonTé Smith

Mr Victor Webb Jr.

Mrs. Jacqueline D. Workman

## **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 21<sup>st</sup> 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.





## Full Day Bell Schedule

### A/B Day, 80 Minute Blocks

<b>Student Entrance</b>	7:50-8:00
<b>Block 1 - Block 5</b>	8:00-9:20
<b>Block 2 - Block 6</b>	9:22-10:42
<b>Homeroom</b>	10:42-10:52
<b>Lunch</b>	10:54-11:34
<b>Flex</b>	11:36-12:06
<b>Block 3 - Block 7</b>	12:08-1:28
<b>Block 4 - Block 8</b>	1:30-2:50

## Delayed Opening Bell Schedule

<b>Student Entry</b>	9:50 – 10:00
<b>Block 2 Block 6</b>	10:00 -10:42
<b>Homeroom</b>	10:42 -10:52
<b>Lunch</b>	10:54-11:34
<b>Flex</b>	11:36-12:06
<b>Block 3 Block 7</b>	12:08-1:28
<b>Block 4- Block 8</b>	1:30-2:50

<b>½ Day (Single Session) Bell Schedule</b>	
<b>Student Entry</b>	7:50 – 8:00
<b>Block 1 Block 5</b>	8:00 – 8:40
<b>Block 2-Block 6</b>	8:42 – 9:22
<b>Homeroom</b>	9:22 – 9:32
<b>Block 3-Block 7</b>	9:34 – 10:14
<b>Block 4 Block 8</b>	10:16 – 10:56
<b>Flex</b>	10:58 – 11:28
<b>Lunch/Dismissal</b>	11:30 – 12:14

# Staff Meetings

2023-2024

Agendas will be distributed to staff members each Friday via e-mail.

All minutes for departmental and PLC meetings must be submitted to the main office along with the signatures of those present. All staff should keep a copy of their agendas/minutes in their data binders.

## Schedule of Meetings\*\*:

General Faculty	Departmental	PLC

1<sup>st</sup> Monday – General Meeting

2<sup>nd</sup> Monday – Departmental Meeting

3<sup>rd</sup> Monday – PLC

**\*\*If school is closed on a Monday, the meeting will take place the following day (Tuesday).**

## **LESSON PLAN BINDERS**

In their classrooms, educators must have a visible binder holding all of their weekly lesson plans.

## **DATA BINDERS**

All educators must hold a visible data binder in the classroom. This binder should encompass all data collected throughout the school year.

### ***What must it include?***

- ✓ State assessment results
  - NJSLA, Biology, Technology
- ✓ District Interim Assessments (DIA) and DRA results
- ✓ End of unit assessments
- ✓ Writing benchmarks
- ✓ Teacher made tests and quizzes
- ✓ Data chat forms
- ✓ Conference logs with students
- ✓ Daily anecdotal logs
- ✓ Data analysis of all assessments
  - Formulation of groups based on analysis (grouping charts)
  - Class profile sheets of all assessments
- ✓ Meeting agenda and minutes
- ✓ Parent conference notes
- ✓ Parent data chat forms
- ✓ Lesson reflection notes
- ✓ SGO forms and data current and uploaded to Frontline

***The items listed must be evident in your data binders.***

***The binders must be neat and organized.***

## **Daily Expectations for Classroom Teachers**

1. All teachers should have their daily DO NOW assignment, OBJECTIVE, ESSENTIAL QUESTION, and STANDARDS written on the board.
2. All OBJECTIVES must be standard based. Be sure to write the correlating standards on the board underneath your objective.

### **Lesson Planning**

Every teacher is expected to engage all students by using proven teaching strategies, proper working materials, modern texts, and technology. Educators should study his/her subject matter periodically and seek professional development to strengthen their skills as a teacher.

Standard based lessons should be evident in all classrooms. An up to date lesson plan binder should be kept in the classroom.

### **Elements of a lesson plan:**

1. Essential Question
2. Three-part objective
  - a. Behavior – what students will be able to do
  - b. Condition – how they will be able to do it
  - c. Criterion – degree of accuracy observed
3. Activities and procedures
  - a. DO NOW
  - b. Mini-Lesson
  - c. Activities/Methodologies
  - d. Closure
4. Assessment
5. Required materials
6. Standards
7. Modifications
8. Homework

*All lessons should be submitted via Genesis on time.*

## **Teachers Professional Duties Timeline & Schedule**

Professional Meetings refer to page 7

Lesson Plan Schedule refer to page 11

Frontline Documentation Completed by:

- Teacher Self-Assessment
- Mid-year Self-Assessment
- End of Year Self-Assessment

Student Growth Objective #1 and #2

- Hard copy to Administration for review (pg. 1)
- Meeting with Administration
- Must be finalized with all completed forms in Frontline and with data sheets
- Mid-year SGO modifications

Professional Development Plan

- Individual review between November 15, 2021 and February 15, 2022

Domain 1 Planning and Preparation Portfolio

- Evidence of Artifacts

Domain 4 Professional Responsibilities Portfolio

- Evidence/Artifacts
- Summative Conference and Forms
- NJ Summative Conference Form
- Supplemental Artifacts

End of Unit Assessments

TBD by district

D.I.A.

TBD by district

Please adhere to district's schedule pertaining to grades for report cards and mid-marking periods.

# PAAAS

## LESSON PLAN SCHEDULE

2023-2024

All **TENURE** lesson plans are to be submitted via Genesis by 8:00 a.m. on the dates indicated below.

<b>Due Dates</b>	
September 11 <sup>th</sup> , 2023	March 18 <sup>th</sup> , 2024
September 26 <sup>th</sup> , 2023	April 8 <sup>th</sup> , 2024
October 10 <sup>th</sup> , 2023	April 22 <sup>nd</sup> , 2024
October 23 <sup>rd</sup> , 2023	April 29 <sup>th</sup> , 2024
November 6 <sup>th</sup> , 2023	May 14 <sup>th</sup> , 2024
November 20 <sup>th</sup> , 2023	May 28 <sup>th</sup> , 2024
December 5 <sup>th</sup> , 2023	June 10 <sup>th</sup> , 2024
December 18 <sup>th</sup> , 2023	June 24 <sup>th</sup> , 2024
January 3 <sup>rd</sup> , 2024	
January 16 <sup>th</sup> , 2024	
January 29, 2024	
February 12 <sup>th</sup> , 2024	
February 26 <sup>th</sup> , 2024	
March 5th, 2024	

- NON-TENURE (Every Friday)
- TENURE (Monday, twice per month)
- IN CLASS SUPPORT (Every Wednesday)

## **GENERAL STAFF INFORMATION**

### **A. Staff Responsibilities to ALL Students**

1. The principal will work to support teachers' growth and professional development.
2. Teachers are responsible for the academic growth and progress of ALL students, including those with special needs.

### **B. Arrival and Departure of Staff Members**

All staff are to report to the building by 7:50AM.

1. Upon arriving to school, all staff should immediately report to the main office to sign in. All staff members must also sign out before departure. ID's must be present every day!
2. If a staff member is leaving or entering the building during the day, they must sign in and out in the main office.
3. All keys must be hung up in the main office at the end of each day.

### **C. Classroom Responsibilities**

1. Teachers should set an example for students by being on time for class.
2. Teachers are responsible for the condition of the rooms they occupy, regardless of the number of periods they use the room. Try to set housekeeping standards. Remind students to clean up and take all books and belongings when they leave at the end of the class period.
3. Standard based bulletin boards should be up to date and display student work.

### **D. Security of Classrooms/Auxiliary Rooms**

1. When you leave your room and it is unoccupied, doors should be locked and lights turned off. All windows should be closed prior to exiting the building.

### **E. Student ID**

1. 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.

## **F. School Property**

1. Any student who shall cut, deface, or otherwise injure any school furniture, fences, building, or other property of the school district shall be liable for damages to the amount of the injury to be collected by the Board of Education in any court having jurisdiction together with the costs of the action. (18-14-51 State Law)
2. Students who steal school property will pay all costs to either restore and/or replace that which was stolen. In the event of this occurrence the principal will confer with the student's parent on this violation.

## **G. Pupils Using the School Building**

When pupils are using the school building after school hours, for the purpose of rehearsals, practices, or any other activity, the teacher responsible for each particular group must be present while students are in the building. The teacher must be the last to leave. If the faculty sponsor cannot be present, the students should not be scheduled for any activities. All props used for plays and dances must be returned to their proper place.

No students are permitted access to any classroom after 4:20 p.m. unless in the presence of their teacher/supervisor.

## **H. Reporting an Incident**

1. Every staff member is required to report any wrongdoings, harmful behaviors, and/or altercations to the main office. Incident report forms can be found in the main office and must be filled out in the event of such an occurrence.

## **I. Saturday Institute & Detention**

If a student is either struggling academically or has consistent misbehavior, teachers may recommend a Saturday Institute. To recommend a student, teachers must fill out a Saturday Institute recommendation form and submit it to Ms. Christmas in the main office. The form should include the reason for recommendation, interventions, and any family contact you have had regarding the student's behavior or academic standing.

## **J. Visitors**

1. Visitors to the school are required to sign in at the front entrance and main office.
2. Persons seeking to visit the school without a host or hostess from the school OR without an appointment with a faculty member are denied the privilege. All visitors are required to carry a pass from the office. Staff members who see visitors without passes are required to inform administration immediately. Visitors under high school age will not be admitted unless in the company of a parent. Please do not request variances to this rule.

## **K. Smoking**

1. Pupils and staff are not allowed to smoke on the school campus. This includes outside and inside the building. Breaking this regulation will result in disciplinary action to all.

## **L. School Supplies Request**

1. In order to request textbooks or school supplies throughout the school year, teachers must fill out a supply request form and submit it to Mrs. Jackson's inbox in the main office. All supplies MUST come from an approved vendor.
2. Towards the end of the school year, teachers have the opportunity to order supplies from approved vendor catalogs. Orders can be placed through the Ed-Data website.

## **Staff Conduct and Dress Code**

### **Expectations**

1. **All staff member should conduct themselves as appropriate role models for their students.**
2. **All staff should be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, and/or the occasion.**

### **Staff Dress Code Guidelines**

Grooming and attire should meet the following criteria during school/work hours.

1. A female staff member may wear dresses, suits, slacks ensembles, slacks suits, and skirts with a blouse or sweater.
2. A male staff member may wear suits or slacks. Shirts with or without a tie and turtleneck sweaters with or without a jacket are acceptable.
3. The clothing and appearance of all staff members must be clean and neat.
4. Physical education, Science, Art, and Performing Arts teachers may wear clothing deemed appropriate for their instructional assignments and in their classrooms. All staff may wear appropriate attire for special occasions such as the following:
  - Picnics
  - Field Trips
  - Formal Events
5. All staff members are role models for students; therefore, hats and caps must be removed when entering the building and offices.
6. No clothing shall be worn by staff members that distracts or disrupts the instructional program.
7. If you are dressed inappropriately, the principal shall determine whether a violation of the dress code has occurred and will discuss the violation in private. If a single violation so warrants or if violations reoccur, the principal or vice principal may enter a reprimand in the staff member's file. The employee shall be directed by the principal or vice principal to change into appropriate attire. Should this change require leaving the work site, the

employee must sign out/in and will be docked accordingly Upon the third letter of reprimand, the principal may recommend more stringent disciplinary actions such as, but not limited to the following:

- Withholding of increments
  - Insubordination charges
8. A staff member may make an appeal to waive the dress code violation through grievance procedures.
  9. When appropriate, the principal may relax the dress code (I.e. inclement weather, excessive temperature, field trips, unique school activities etc.).

**The following are examples of UNACCEPTABLE attire during school/work hours:**

- Faded, torn, patched, frayed and/or dirty clothing
- Sneakers/flip flops or beach like sandals/tennis shoes/slippers
- See-through clothing
- Excessively tight/form-fitting clothing
- Shirt or blouse buttons opened beyond mid-point of the chest or low-cut tops
- Midriff, halter, tube tops, strapless or spaghetti strap tops
- Painter's pants or overalls
- Scooter shorts
- T-shirts, sweatshirts, or sweat suits (exception: physical education classes)
- Caps or hats in the building
- Dark eyeglasses (exception: documented medical reasons)
- Distracting attire such as mini-skirts exceeding 2 inches above the knee or skirts with high slits
- Cutoffs, dungarees, jeans
- Tights, spandex, or leggings
- Other similar attire to any of the above

**The following are examples of ACCEPTABLE attire during school/work hours:**

- Khaki or "Dockers" style pants
- Linen, cotton, or silk dress pants
- Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, dresses, skirts, or Capri pants that fall mid-calf

We want to have a professional work environment and encourage you to exercise good judgement when dressing for work. When in doubt, "dress up".

## **Duty Post for Certified Personnel**

### **Administrators/Teachers**

The primary responsibility for all student conduct rests with the entire professional staff of administrators and teachers. Basic responsibilities of professional staff when students enter the buildings in the morning and when students are in the hallways during class changes include the following:

1. Encourage students to report to all classes and the cafeteria on time.
2. Prevent students from loitering; tell them to move on to their class or to the cafeteria.
3. Supervise the behavior and/or decorum of students.
4. Check that all students have a properly signed pass.

Professional staff members may also be assigned lunchroom duty (with pay), office, and/or hallway duties during their non-teaching periods in compliance with the agreement between the Plainfield Education Association and the Board of Education.

Professional staff members with teaching assignments are required to stand at the doorway to their classroom during class changes so that they may supervise students in the hallway. Teachers are to usher students into their classroom once they are lined up in the hallway.

Administrators, security officers, and assigned teachers are required to patrol the hallways, supervise students, and assist staff during class changes.

Quizzes or tests that students need to make up must be taken before or after school. Never place a student outside your classroom while they are taking a quiz or test.

### **Procedures for Period by Period Attendance**

1. Attendance needs to be taken via Genesis during the designated “Homeroom Period” on A/B days.
2. Accept late students into class with an appropriate late pass. When the time on the pass indicates more than 15 minutes late, a cut will be automatic. All other cuts need to be reported by the teacher. Changes from absent to late can be made in Genesis.
3. All teachers are to leave a class roster for substitutes for attendance purposes.

## **Start of the School Year**

Give students a rubric for success in your class, and a timeline for projects and content coverage by **September 15, 2021**.

Students should receive a syllabus the first week of school. This syllabus should outline the course description, materials, contact information, and any other necessary information. Please use the PAAAS syllabus format.

# **GENERAL FORMS** **AND** **HUMAN RESOURCES**

*Forms may be found in the Main Office or on the District Website*