

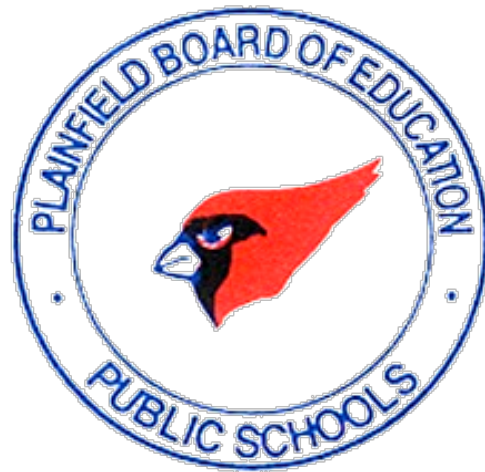
PLAINFIELD ACADEMY FOR THE ARTS AND ADVANCED STUDIES



Student 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
Ms. Carmencita Pile
Mrs. Sarah Virgo
Mr. Victor Webb
Mrs. Jacqueline D. Workman

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.

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.

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.

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 buttondown 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 and accessories are allowed.

STUDIO ATTIRE

Dance

1. A black leotard is required 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 pair 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.

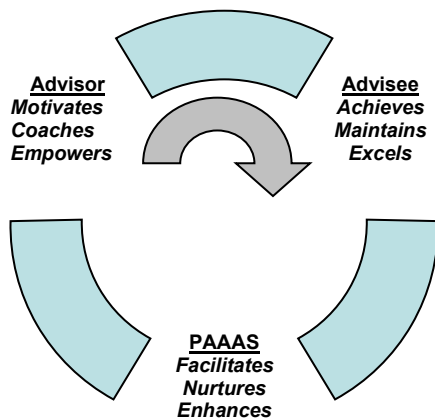
COMMUNITY SERVICE

OPPORTUNITIES FOR STUDENT COMMUNITY SERVICE AT PAAAS

Many post-secondary institutions especially colleges and universities use community service to ascertain whether a potential candidate for enrollment is considered a “well-rounded” student. Community service is an important component of a student’s application to college. While all students at PAAAS are encouraged to participate, it is mandatory that all freshmen begin to consider accumulating at least twenty (20) hours of community service per school year.

Students are encouraged to utilize the resources at the PAAAS Guidance Office to assist in their search for community service activities.

Here are some suggested areas of community service:



- ❖ Senior Citizen Community Centers/Assisted Living Residences
 - Senior Citizen Center
90 Maple Ave
South Plainfield, NJ
 - Greenbrook Senior Citizen Center
111 Rock Ave
Green Brook, NJ 08812
- ❖ Church Sponsored, Community-based Civic Organizations
 - Junior League of Elizabeth-Plainfield
 - Tri-County Red Cross
- ❖ School-based Services and Organizations
 - PAAAS Parent Teacher Organization
 - Latin American Student Organization
- ❖ County, State-sponsored, and National Organizations
 - Habitat for Humanity
 - Greater United Way of Union County

Participation hours in a volunteer activity must be recorded on a log sheet provided by the PAAAS Guidance Office and/or from the organization with which the student is volunteering.

PAAAS will be participating in Habitat for Humanity school community service days. Our students will be performing age-appropriate tasks as designated by Habitat for Humanity as they participate in the construction and/or clean-up of a home being built for a family in Plainfield. All freshmen are encouraged to participate.

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 every day.

Students are expected to report to school by 7:45 am in order to be in homeroom at 7:50 am. 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 4:00 -5:00 pm.

BULLYING

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

ALL infractions will be addressed by the PAAAS Administrators.

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:
 - 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 assignment tabs at least once 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. Parents are encouraged 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 available to parents on Genesis following each of the four marking periods. **Report cards will no longer be mailed home.**

GENERAL POLICIES AND PROCEDURES

ENRICHMENT ACTIVITIES

Each student 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*.

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, 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.

MEDICATION

In order for the nurse to administer any medication, parents/guardians must provide written permission. 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. that day. 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 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. For safety obligations, students **Will Not** be permitted to leave and/or be signed out with any person(s) who is not listed in emergency contacts. Students who are over the age of 18, will be permitted to leave **ONLY** with the written consent of a parent or guardian.

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

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



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 Staff Roster

2022-2023

| Main Office | | |
|-----------------------|---------------------------|---|
| Gregory K. Sneed | Principal | gsneed@plainfield.k12.nj.us |
| Hill, Aurora | Vice Principal | ajhill@plainfield.k12.nj.us |
| Christmas, Revonda K. | Principal Secretary | rchristmas@plainfield.k12.nj.us |
| Lewis, Jeremy | 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 | nahr@plainfield.k12.nj.us |
| 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 |
| Hartpence, Allie | 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-rodriquez@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 8-10 | 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 |